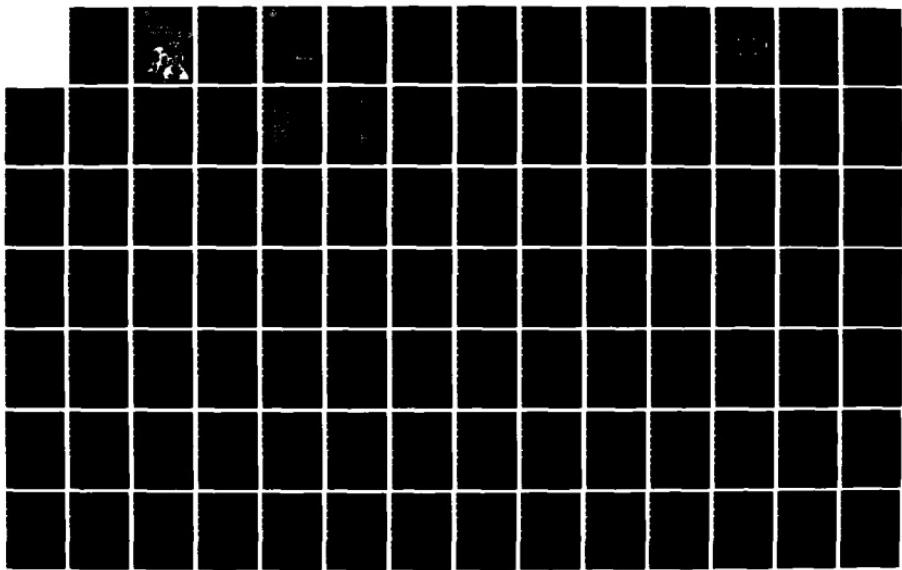


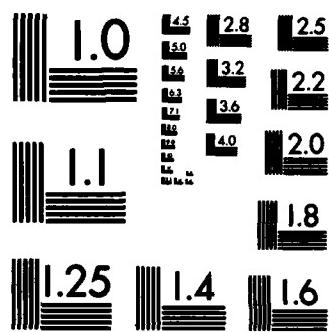
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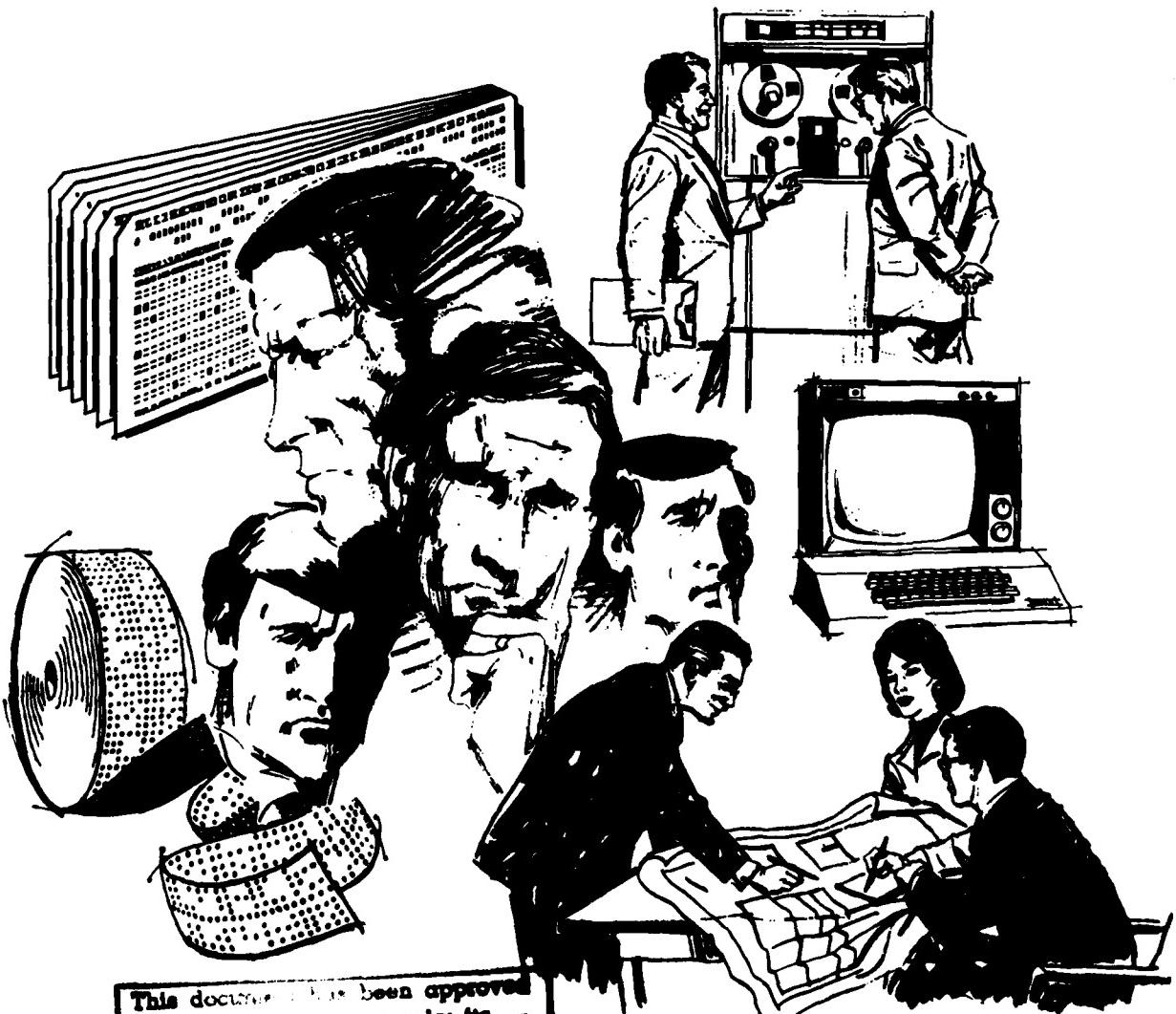
US Army Corps  
of Engineers  
St. Paul District

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# Information Systems Plan

## April 1985

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number)  → The purpose of this study was to analyze what information the St. Paul District uses, who needs to share data, what are the costs of information management, and who should be responsible for information management. This pilot project authorizes the District to demonstrate the feasibility of automated approaches through the acquisition and use of high technology equipment.		



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13 May 1985

**St. Paul District  
Information Systems Plan**

This document is hereby approved as the St. Paul District's Information Systems Plan. It will serve as a basis for implementation of future information management activities.

This Information Systems Plan is unique in its evaluation and integration of three diverse and unequally defined aspects of the Corps of Engineers (organizational theory, resource discipline, and information architecture). The effort has resulted in a framework for the cost effective management of information, consistent with the established St. Paul District matrix organization, and suited to eliminating compound overhead, while providing high quality, cost effective products and services to the public.

The strength of this report lies with the disciplined examination of information management. Particular emphasis has been placed on the cost effectiveness of automation activities. Future automation activities in the St. Paul District will continue to receive the same careful scrutiny as have past efforts.

Each Division and Office is directed to follow the recommendations and action plan outlined in this report. Effective immediately, each Division, Office, and Branch Chief will be held accountable for the cost effective management of information.

EDWARD G. RAPP  
Colonel, Corps of Engineers  
District Engineer

**ST. PAUL DISTRICT, CORPS OF ENGINEERS**

**INFORMATION SYSTEMS PLAN**

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**April 1985**

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## **SECTION 1-INTRODUCTION**

### **Background**

Information is a valuable organizational resource, and planning for its development and use is as important as planning for the development and use of other resources of the organization. Accurate, complete, and relevant information provided to key decision-makers at the right time and in the right format is critical to the decision-making process and organizational success. The volatility of doing business today does not permit any resource management waste or abuse. The rapidly changing technology of the 1980's is ushering in an "information era" with the emphasis on automating timely, useable information. Our goal is to make use of information management opportunities while reducing the cost of doing business.

During fiscal year 1984, the St. Paul District spent approximately \$5.9 million in support of information management. In addition, individual staff time exceeding 120 full time equivalent persons (FTE's) was committed to this effort. Although large volumes of reports and data are produced, key managers are not sure that they consistently receive improved product benefit. There is a certain amount of frustration with the current approach to information management. In view of the large annual outlay of dollars and the continuing dissatisfaction with information management, Colonel Edward G. Rapp, St. Paul District Commander, authorized an in-depth Information Systems Planning study.

St. Paul is a full service District with strong programs in all functional areas. As a full service District, St. Paul has a great need to implement the most effective measures available, in terms of cost and manpower, to handle the vast amounts of data required to accomplish its assigned missions and to provide quality, cost effective products responsive to public need. It is believed that automation procedures tested by the District would be applicable to all types of Districts within North Central Division and elsewhere.

St. Paul District is a District in transition. Our organization is changing from line to matrix and our information systems from mainframe to network. While St. Paul District uses the Harris 500 minicomputer as a base, other equipment is accessed and used regularly. In addition, recent microcomputer acquisitions are rapidly eliminating past problems associated with small applications on the Harris. It is also true that during this transitional period new problems will surface at the same time that "old" ones disappear.

### **Purpose**

The purpose of the study was to analyze what information the St. Paul District uses, who needs to share data, what are the costs of information management, and who should be responsible for information management. The specific output of the study is an action plan for the District. The St. Paul District is on an accelerated schedule for acquiring equipment and software and implementing information management as a result of its selection as the "Super Automated District" in North Central Division. This pilot project authorizes the District to demonstrate the feasibility of automated approaches to Corps of Engineers missions through the acquisition and use of high technology equipment. This effort is intended to help the District achieve a greater level of discipline in managing information, thereby enhancing product efficiencies for the publics we serve.

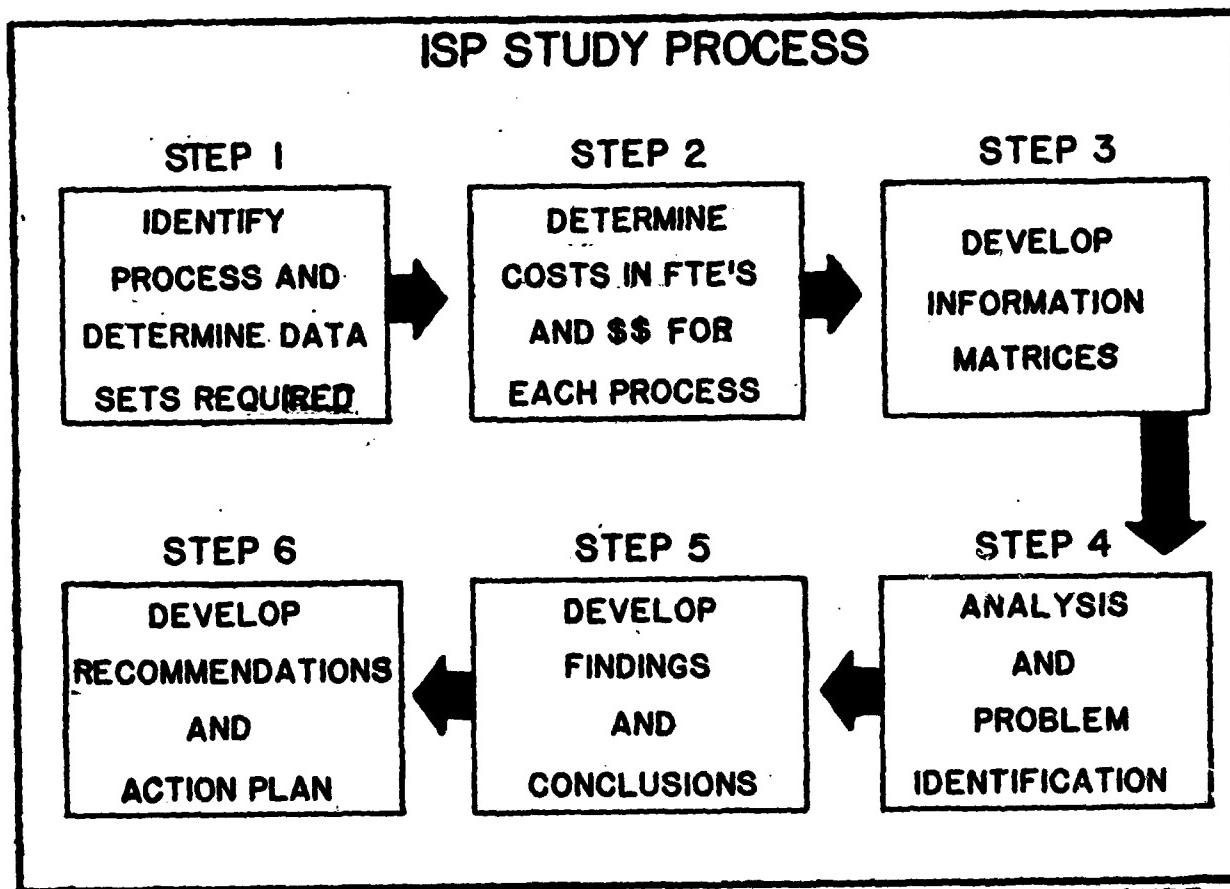
### **Scope**

The Information Systems Planning study looked at the District mission and organization to define what is done and how it is done. The definition of what the District does was accomplished through the identification of 55 processes which cover the broad spectrum of the Corps mission. The next step involved identification of information required to support each process. The study then analyzed who uses the information and the cost of managing the information, in terms of dollars and FTE's. The office element which should be responsible for

managing various information systems was identified. The study concludes with development of an action plan for information management in the St. Paul District.

### **Study Process**

The study involved six steps, as shown in figure 1.



## SECTION 2-MISSION AND ORGANIZATION

### Mission

The District is first and foremost a Department of the Army engineering agency focused on support of defense missions. The Federal engineering mission assigned to the Corps of Engineers is the development, management, and regulation of the waters of the United States. The St. Paul District performs this mission under the direction of the North Central Division in Chicago and the Office, Chief of Engineers in Washington, D.C.

The District's civil works activities involve the planning, design, construction, operation, and maintenance of navigation, flood control, water supply, recreation, and erosion control projects in the area drained by the Upper Mississippi River and Souris-Red-Rainy River basins. These basins cover about 151,000 square miles and include parts of Minnesota, Wisconsin, North Dakota, South Dakota, Montana, and Iowa (see figure 2).

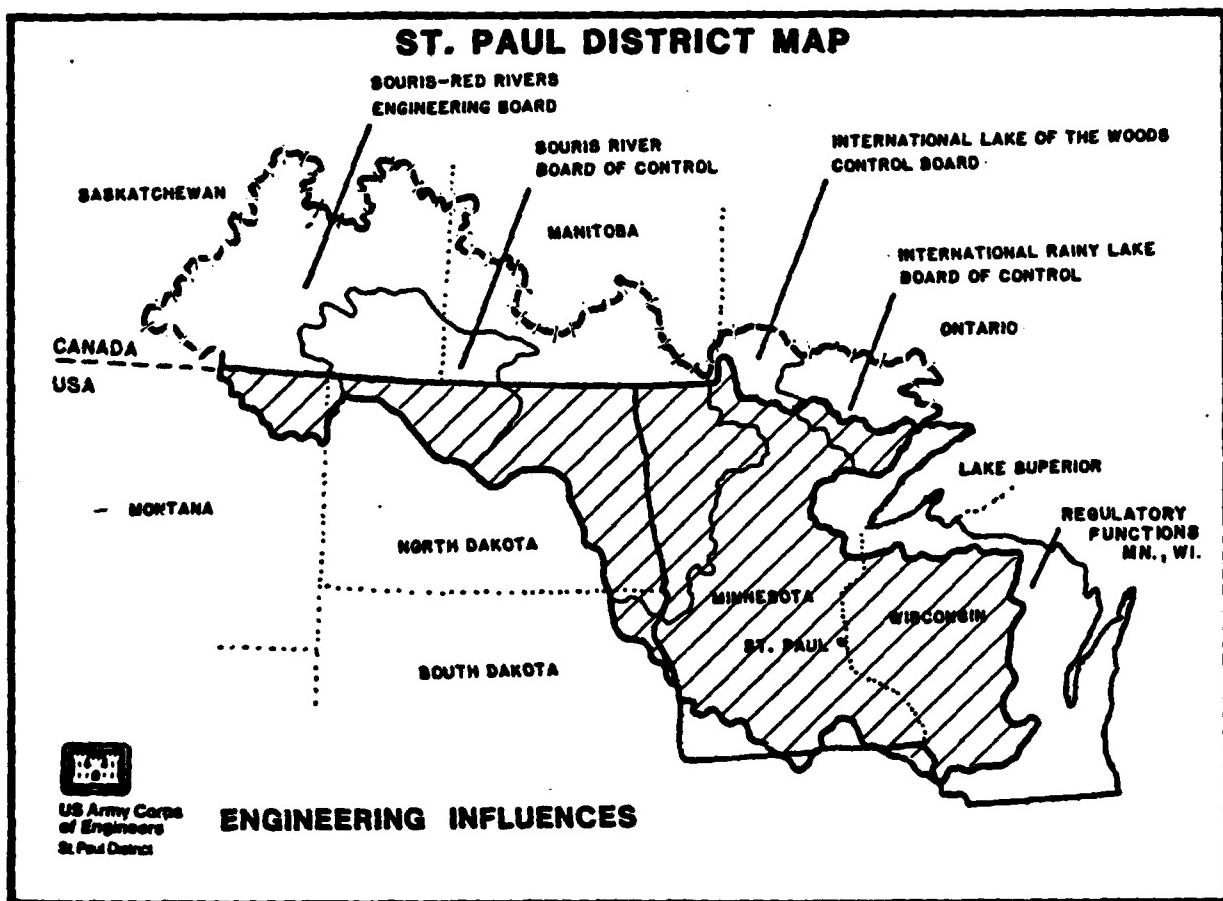


FIGURE 2

Acting as a regulatory arm of the Federal Government, the District exercises jurisdiction over construction in navigable waters and discharge of dredged or fill materials into waters of the United States, which includes most wetlands. The District program covers the States of Minnesota and Wisconsin, and includes information dissemination, permit evaluation, decision, and enforcement.

The District also provides field support to the Army, the Federal Emergency Management Agency, the Environmental Protection Agency, and a number of other Federal agencies.

On the international level, the District participates in activities of the International Joint Commission (IJC), a joint United States-Canadian commission that oversees matters concerning the boundary waters of the two countries. The District Engineer is a member of the International Souris-Red Rivers Engineering Board, an IJC engineering advisory board that has studied numerous projects in both countries and the effects that they would have along both sides of the boundary waters. The District Engineer is also a member of three IJC control boards: International Lake of the Woods Control Board, International Rainy Lake Board of Control, and International Souris River Board of Control. The control boards are responsible for establishing outflow procedures for the control structures associated with these drainage basins. Figure 2 shows the extent of the District's engineering influence in Canada.

## **Organization**

The St. Paul District is staffed by approximately 800 civilians and 7 military officers. To carry out its mission, the District is organized along functional lines. The major functional divisions in the District office are Engineering, Planning, Construction-Operations, and Emergency Management. These Divisions operationally manage most of the information, dollars, and manpower necessary to execute the District's diverse missions. They are referred to hereafter as the Management Group. The Executive plus the Management Group make up the District's Corporate Management Group - the principal problem solving body. The formal organizational structure of the District is provided in Appendix 3.

Although Appendix 3 describes the "official" organizational structure, the District actually operates as a matrix organization, as shown on figure 3.

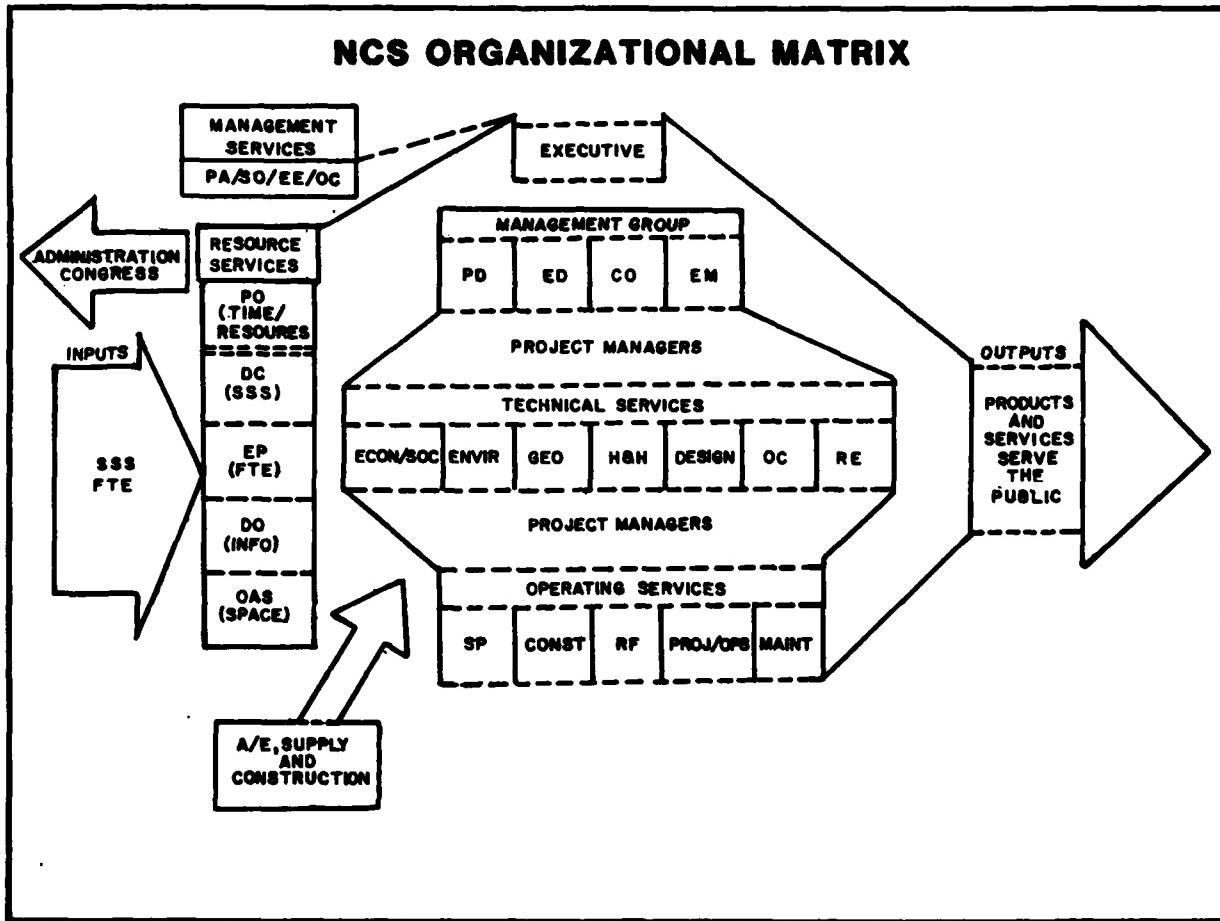
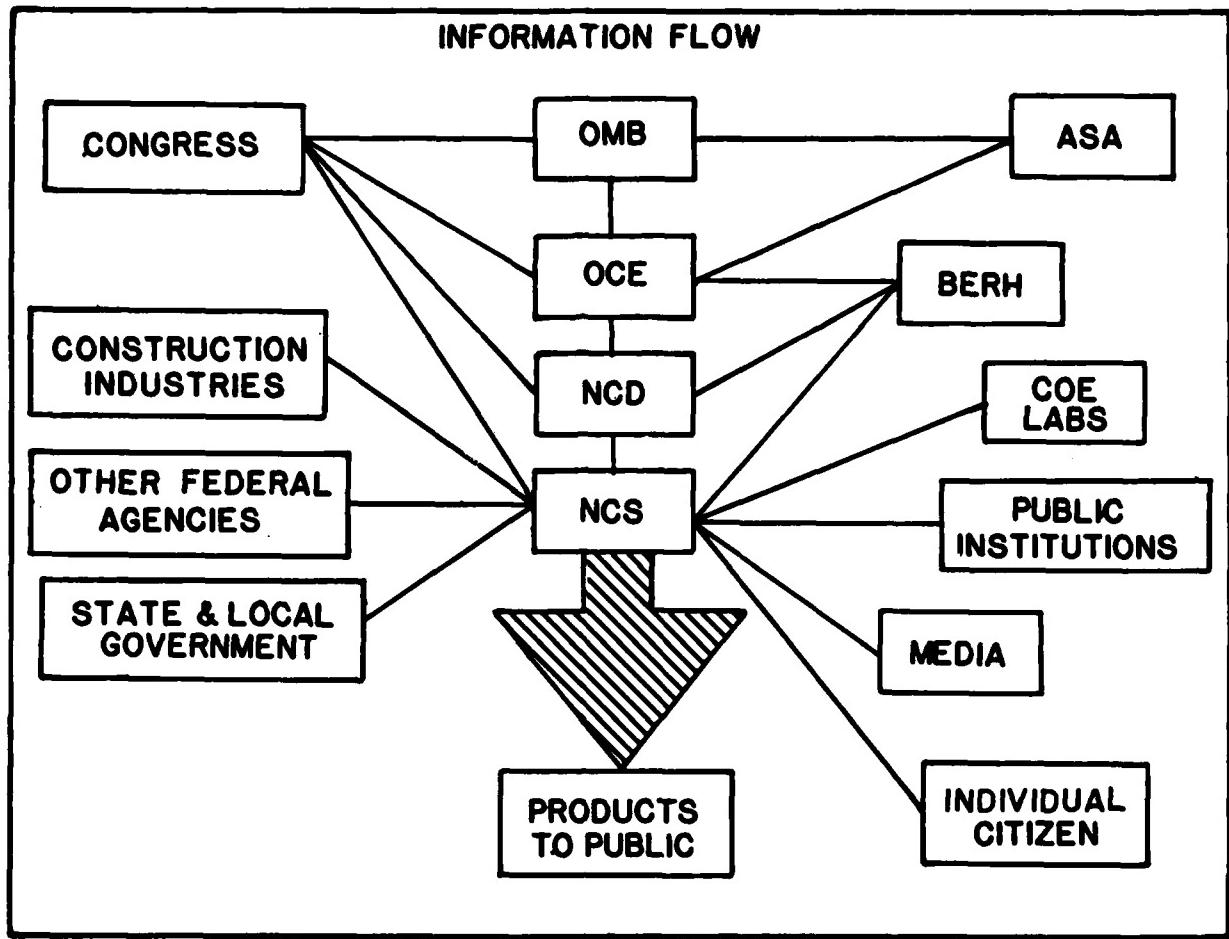


FIGURE 3

Through this matrix structure, the District manages its programs. The District views itself as product oriented. Its management objective is to maximize the width of the output arrow for a given input level. That means maximizing efficiency of the matrix through disciplined resource management including information resource management. In addition, an understanding of how St. Paul fits into the broader flow of information is necessary to effectively evaluate internal information management practices. Figure 4 displays that broader flow of information.



**FIGURE 4**

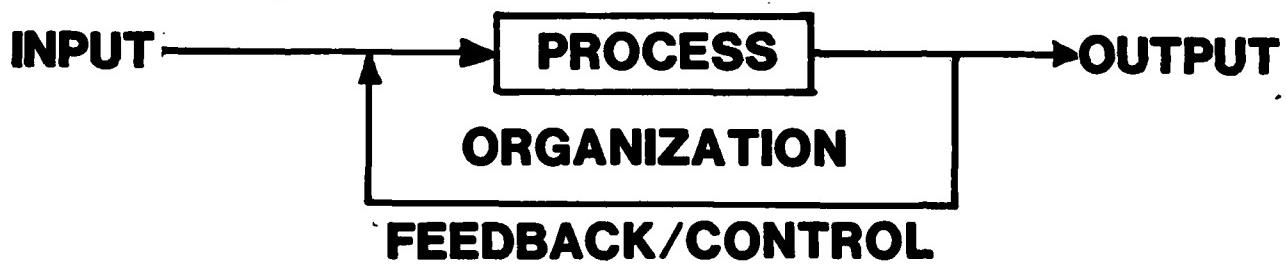
The key operating elements of the District are the project managers. They form informal teams to carry a project through all necessary steps from formulation to operations. The key problem is to establish a method by which project managers can reasonably forecast workload demands on technical and operating services so that workloads can be balanced and the need for contracting out can be identified with sufficient lead time so as not to delay the product. The key technical problem is to make cost efficient use of analytical and information display capabilities available with current computer technology so that assigned missions are accomplished in a cost-effective manner.

The District believes that a disciplined, cost conscious organizational approach to information management can allow further improvements in efficiency without an increase in the cost of doing business. Hence, in this study, the District deviated from the classical Information Systems Plan guidelines to cost the existing information processes and data sets that are managed. This gives the baseline costs of doing business from which further matrix organization and information management proposals can be measured for effectiveness.

## **SECTION 3-PROCESS AND DATA SET IDENTIFICATION**

A primary factor of the study was the concern of top management that information management be directed toward areas where increased productivity could be made. Accordingly, a detailed inventory was undertaken to identify and describe the business processes that are the essence of the District missions. A process was defined as a group of logically related decisions and activities required to manage resources through their life cycle. Process identification and definition was considered to be the most basic activity of the study. A total of 55 processes were identified, reviewed, and revised by functional area experts (see Appendix 1).

Each of the 55 processes was defined and developed in a systems context. Inputs, outputs, feedback/control cycles, and offices involved were determined and a system model for each process was developed in the following format.



Every system has these five elements in common: input, process, output, organizations involved, and feedback/control. Each input is defined as a data set. Each output is either a data set needed in another process or a product or service for the public. The District has defined 49 data sets. A data set is defined as an artificial grouping of related information. Definitions of each data set are found in Appendix 1. Taken as a whole, the 55 processes constitute a model of the District office, and they provided the foundation for the remainder of the study.

## **SECTION 4-INFORMATION MANAGEMENT COSTS**

The District believes that it is important to understand the distribution of costs attributable to each process and the associated costs of managing information related to each process. Table 1 outlines the approximated costs in FTE's and dollars of accomplishing each process during fiscal year 1984.

A follow-on step was to identify the costs associated with managing information to support each process (figure 5) and the costs associated with managing each data set (figure 6). Individual process summaries are contained in Appendix 1. It should be noted that the FTE total is comprised of small time segments of many employees. There are very few FTE's whose sole responsibility is the management of information.

If information is to be truly managed and disciplined as a resource, the interrelationships between information and other resources managed - dollars, manpower, and time - must be known and quantified. Since information is like other resources, it can be traced, modeled, and audited.

**TABLE 1**  
**ESTIMATE OF FY-84**  
**PROCESS COSTS**

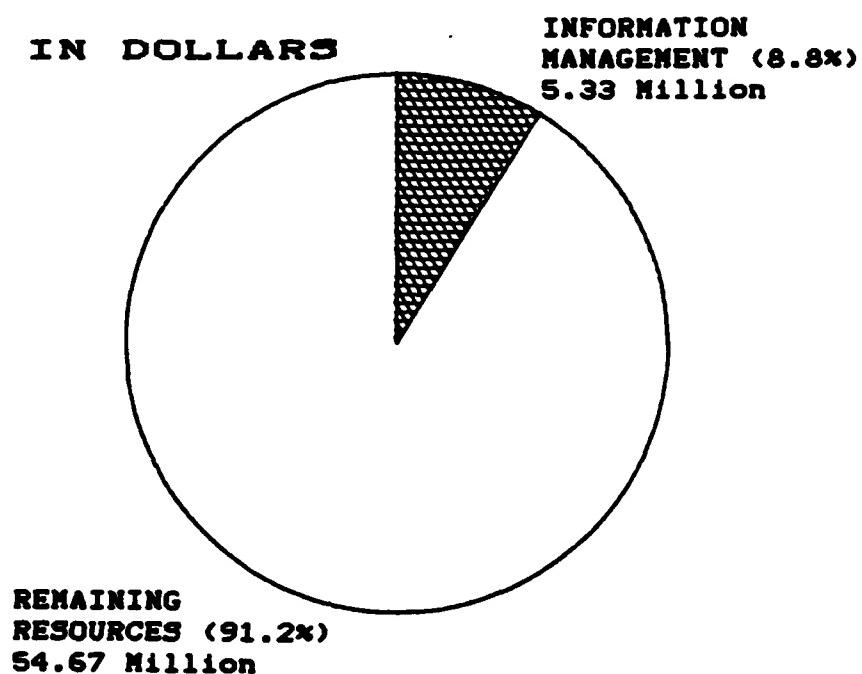
PROCESS	PFTE	PCST
1 FORMULATE STRATEGIC DIRECTION	1.18	62.7
2 ESTABLISH POLICY AND OBJECTIVES	4.42	216.3
3 ORGANIZE/DEVELOP WORKFORCE	11.88	667.8
4 PLAN FOR MOBILIZATION	6.28	307.6
5 MILITARY PROGRAM MANAGEMENT/EXECUTION	2.26	110.5
6 CIVIL PROGRAM MANAGEMENT	9.92	485.4
7 FORMULATE CIVIL WORKS BUDGET	8.54	434.8
8 EXECUTE CIVIL WORKS PROGRAM	8.93	437.3
9 CONDUCT CIVIL WORKS PLANNING STUDIES	44.06	4068.1
10 CONDUCT IJC ACTIVITIES	0.98	66.4
11 PREPARE A/E SELECTIONS	2.65	129.9
12 PERFORM TECHNICAL ENGINEERING	59.11	8053.2
13 CONDUCT ECONOMIC AND SOCIAL ANALYSES	8.44	473.4
14 CONDUCT LAND USE AND RECREATION PLANNING ACTIVITIES	4.52	313.6
15 CONDUCT ENVIRONMENTAL ANALYSES	13.16	892.8
16 PREPARE LOCAL COOPERATION AGREEMENTS	1.87	91.3
17 COORDINATE REAL ESTATE ACQUISITION BY LOCAL SPONSORS	0.98	51.2
18 PERFORM REAL ESTATE ACQUISITION	1.47	71.1
19 MANAGE OUTGRANTS	2.85	176.7
20 DISPOSAL OF REAL PROPERTY	1.28	70.6
21 CONSTRUCT CIVIL WORKS PROJECTS	23.07	14658.6
22 REVIEW CLAIMS, APPEALS AND MODIFICATIONS	4.81	235.5
23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE ACTIVITIES	299.76	18544.4
24 PERFORM REGULATION OF RESERVOIRS	15.41	1048.0
25 MANAGE COMMERCIAL ACTIVITIES PROGRAM	1.96	86.4
26 MANAGE EEO PROGRAM	2.65	128.0
27 MANAGE SAFETY PROGRAM	1.77	71.0
28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT	1.57	70.7
29 CONDUCT PUBLIC AFFAIRS PROGRAM	3.53	158.7
30 IMPLEMENT REGULATORY PROGRAM	31.03	1318.0
31 MANAGE VALUE ENGINEERING PROGRAM	2.75	134.0
32 ADMINISTER PERSONNEL PROGRAM	17.87	899.2
33 MANAGE PROCUREMENT/SUPPLY PROGRAM	6.19	293.9
34 MANAGE SADBU PROGRAM	0.79	32.1
35 MANAGE MANPOWER MANAGEMENT PROGRAM	1.67	80.8
36 MANAGE PLANT REPLACEMENT AND IMPROVEMENT PROGRAM	0.69	48.1
37 MANAGE EMERGENCY MANAGEMENT PROGRAM	4.03	491.3
38 CONDUCT RELOCATION ASSISTANCE PROGRAM	0.98	48.1
39 MANAGE ADP PROGRAM	12.76	1139.0
40 MANAGE ENERGY CONSERVATION PROGRAM	0.39	19.2
41 MANAGE MOTOR VEHICLE PROGRAM	1.08	52.9
42 OVERSIGHT MANAGEMENT OF EPA CONSTRUCTION GRANT PROGRAM	21.31	981.4
43 MANAGE FINANCE AND ACCOUNTING	25.92	870.0
44 PROVIDE LEGAL SUPPORT	0.29	70.6
45 PROVIDE REVIEW AND AUDIT	0.59	26.4
46 CONDUCT REVIEW AND ANALYSIS	1.57	91.4
47 DEVELOP COMMUNITY RELATIONS	5.50	238.8
48 PROVIDE RECORDS MANAGEMENT	3.53	179.5
49 PROVIDE PUBLICATIONS/FORMS SERVICES	1.96	102.2
50 PROVIDE FACILITIES MAINTENANCE	2.21	153.4
51 PROVIDE LIBRARY SERVICES	1.96	96.3
52 PROVIDE TRAVEL SERVICES	1.96	102.2
53 PROVIDE AUDIO-VISUAL SERVICES	1.72	96.1
54 PROVIDE REPROGRAPHIC SERVICES	2.06	102.2
55 PROVIDE COMMUNICATION SERVICES	2.85	151.2
TOTALS	703.00	60000.0

PFTE = PROCESS COSTS EXPRESSED IN FTE'S

PCST = PROCESS COSTS EXPRESSED IN DOLLARS (1000's)

FIGURE 5  
**DISTRICT SUMMARY**  
IDENTIFIED INFORMATION MANAGEMENT COSTS

**COST IN DOLLARS**



**COST IN FTE's**

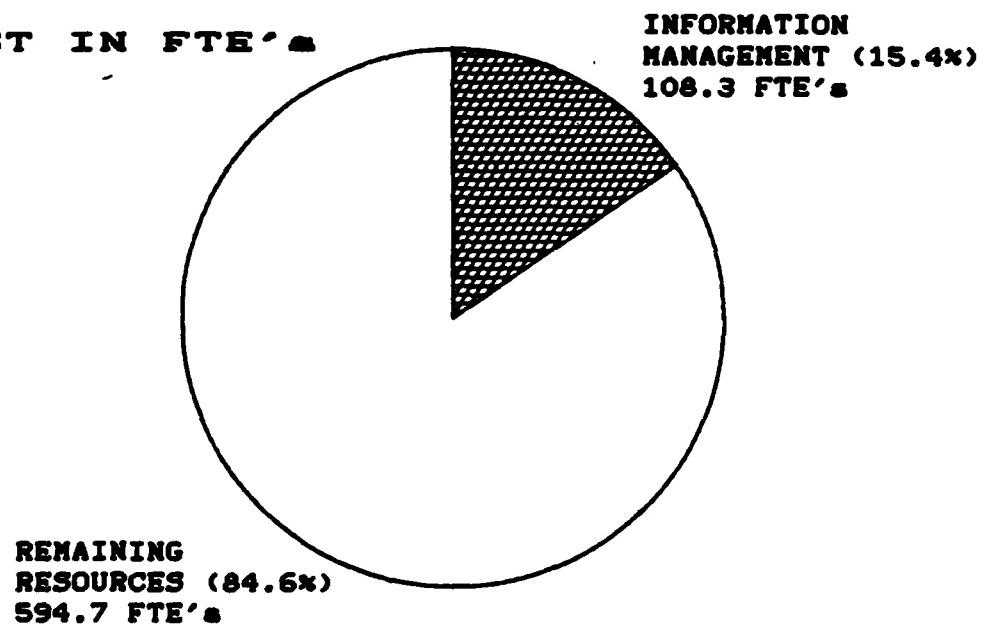
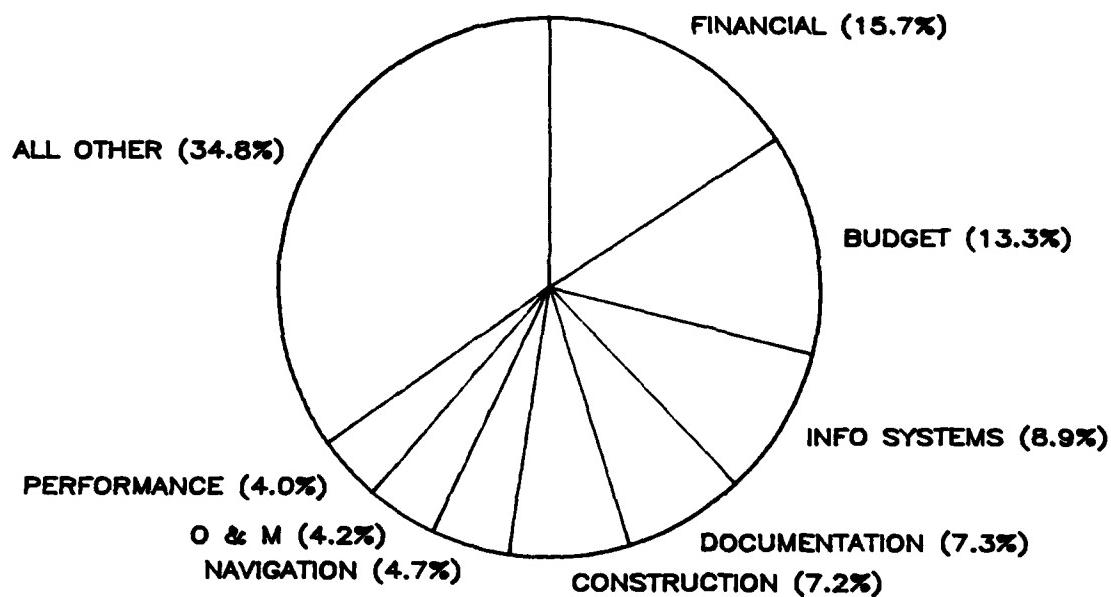
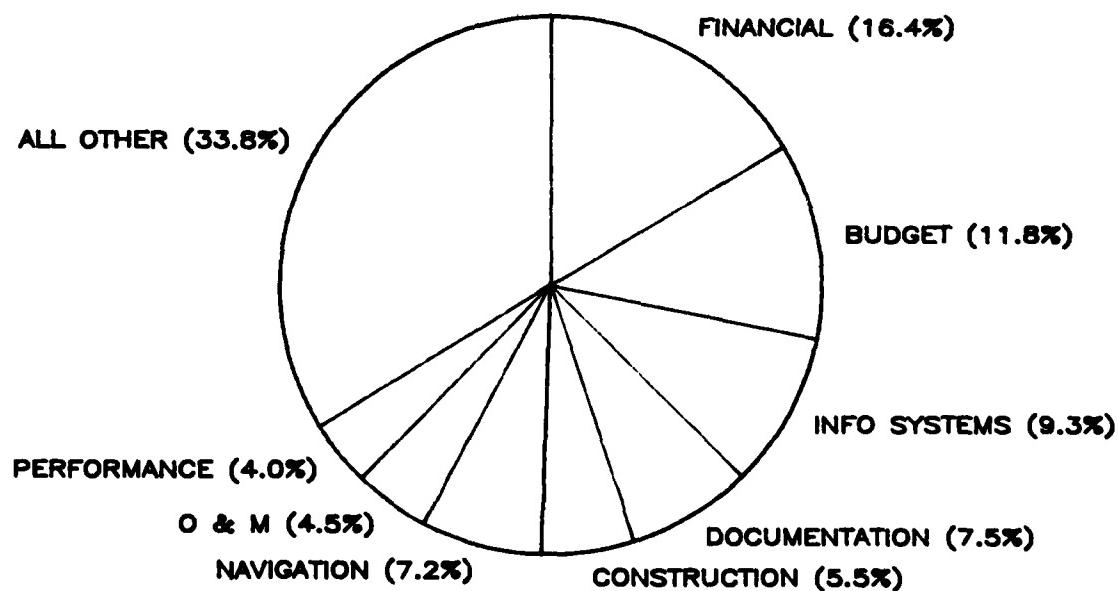


FIGURE 6  
DATA SET MANAGEMENT COSTS  
DOLLAR PERCENTAGE



FTE PERCENTAGE



## **SECTION 5-INFORMATION MATRICES**

The third major step of the methodology was information matrix generation, which looks at the previously developed processes from a number of dimensions. The purposes of this step were to show: (1) the offices involved in each process; (2) the automated information systems that support each process; (3) the automated information systems supported by each office; (4) data sets and which processes they support; (5) data sets and the information systems they relate to; (6) data sets and the organizations that use them; and (7) the resulting information architecture of the St. Paul District. Seven matrices were generated by the working group and are included as Appendix 2.

Matrix 1 is titled "Process/Organization." Its purposes were: (1) to determine which offices are involved in which processes and (2) to show the matrix nature of involvement of organizational elements in processes and vice versa.

Matrix 2 is titled "Process/Information System." Its purposes were to: (1) determine which automated information systems support each process; and (2) help identify potential overlap and underlap of information systems support. Generation of this matrix required the development of a list of all information systems utilized by the District.

Matrix 3 is titled "Information System/Organization." Its purpose was to determine which information systems are currently used by each office.

Matrix 4 is titled "Process/Data Sets." The purposes of this matrix are to: (1) show which processes are supported by which data set; and (2) determine which processes share data sets.

Matrix 5 is titled "Data Sets/Information Systems." Its purpose is to show the relationship between information systems and data sets. It also highlights the need to consider how similar information is used in different ways, thereby suggesting the need for networking data bases among organizational elements.

Matrix 6 is titled "Data Sets/Organization." The purpose of this matrix is to identify current organizational use of data, commonality of use, and which organizational element should be designated as responsible for a specific data set.

Matrix 7 is titled "Information Architecture." This matrix shows the relationship between data sets and processes and the present matrix organization (figure 2) of the District: corporate management, management services, program management, technical services, resource services, and operating services. Its purpose is to reconcile information management to the organization theory the District believes in.

## **SECTION 6-PROBLEM IDENTIFICATION**

Throughout the St. Paul District automation process and information systems plan evaluation process (1984), a list of problems relating to automation and information management was developed, and it is presented below in rank order.

Problem 1 - Lack of Information Resource Discipline: The cost relating to information management is not accounted for and is not oriented toward product efficiency.

Problem 2 - Lack of Usefulness: Some information systems provide information in quantity or format that is either not desired or not useful in the decision process. Data collected too often amounts to a "gee whiz" drill in that it is not germane to decisions or product effectiveness/efficiency. Users are not generally able to manipulate or select data from Corps of Engineers standard systems in a manner specific to their needs. Since these systems do not satisfy the District's needs, there is a continual need to supplement them with locally developed programs. Examples are the COEMIS financial and COEMIS personnel systems.

Problem 3 - Data Stovepiping: Current systems have often been developed for a single staff function and have not been integrated. There is incompatibility throughout these "stovepipe" systems which results in inconsistency, redundancy, and unreliable and outdated data (basically waste and abuse of information). Such systems have a tendency to circumvent normal command channels, often creating process oriented activities that have staffs and lives of their own but which do not produce a product or product efficiencies.

Problem 4 - Insufficient Automatic Data Processing Support: Insufficient administrative, technical, and logistical Automatic Data Processing support. Current organizational structure supports outmoded (batch) processing approaches to information resource management and is not yet fully responsive to the technological support requirements of a matrix organization in close proximity to and producing services and products directly to the public.

Problem 5 - Inadequate Lateral Linkages to Adjacent Data Bases: Today, who you know or what you know may be less important than with whom you are connected. There are sufficient linkages upward but not to lateral agencies -- local, State, and Federal data bases. A typical example is the need for establishing formal linkages with Image Processing/GIS capabilities of non-Federal offices such as the Land Management Information Center (LMIC), State of Minnesota.

Problem 6 - Lack of Highly Skilled Personnel: The District has experienced problems in attracting and keeping highly skilled technical information systems planning and support personnel. These technical personnel often leave the District for higher salaries and greater opportunities elsewhere.

Problem 7 - Sharing of Data: There is an inability to effectively share common data needed by several offices. There is a lack of adequate data communication and telecommunications links at the District level. This situation can impact on the ability to meet critical suspense dates, coordination of actions, and may hinder the submission of data to Corps information systems. Specifically, there is a hardware void and a general lack of understanding as to what information can and should be shared and what information is subject to administrative restraint.

Problem 8 - Lack of Knowledge by Management of Available Data Systems: District managers are not fully informed about the data systems at hand or the capabilities of those systems.

Problem 9 - Inadequate Hardware/Software Documentation: Existing hardware is not adequately documented at present. Microcomputer users need to document new programs as they are developed.

Problem 10 - Training Opportunities: While there are several technical areas that require the development of additional training opportunities, there are, for the most part, sufficient training opportunities for users of general software packages (i.e., Wordstar, d Base II, Lotus 1-2-3); however, specialized training for individual office applications is not readily available. In addition, there is difficulty in training managers to understand the limitations and capabilities of automation equipment.

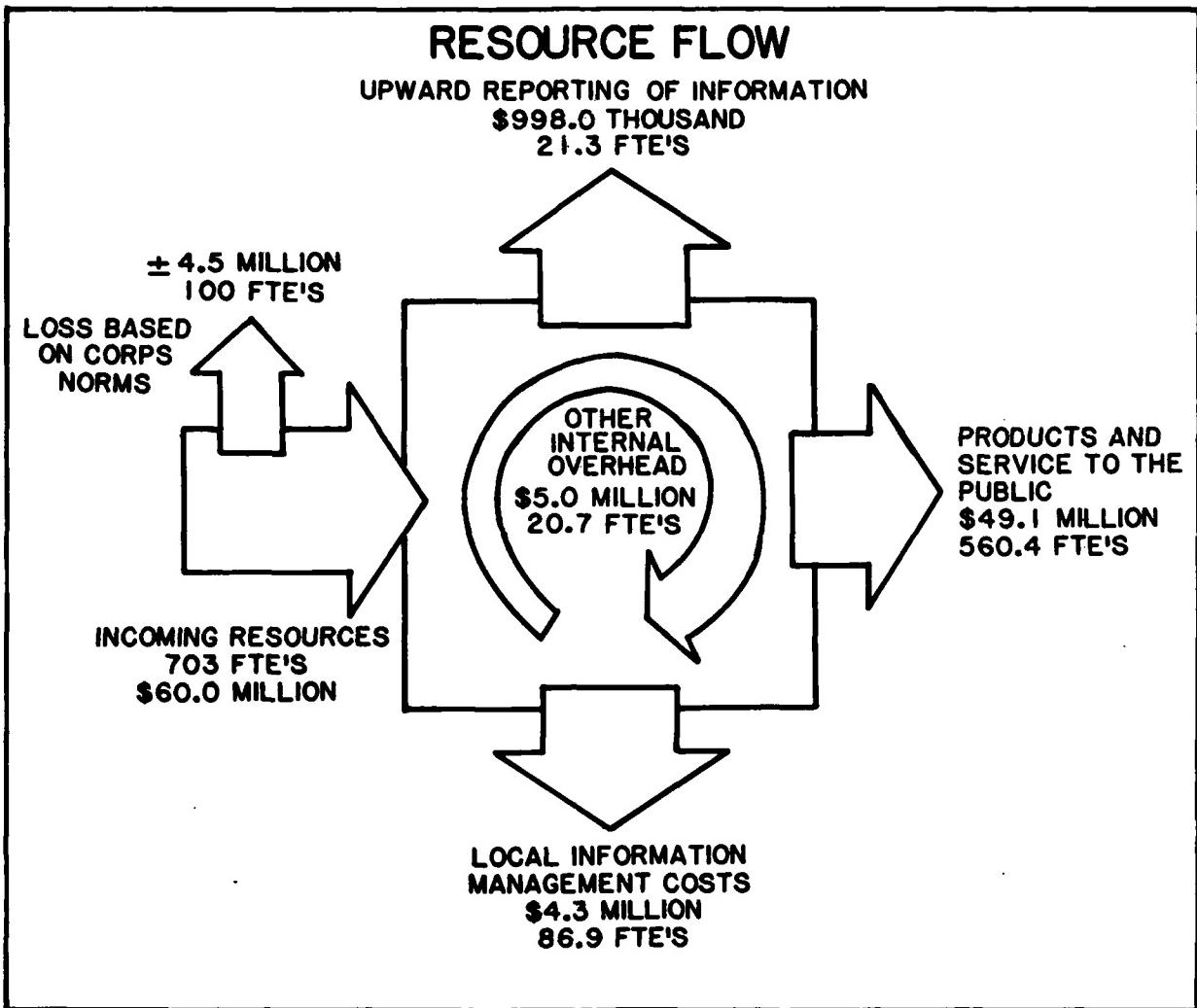
## **SECTION 7-ANALYSIS AND DISCUSSION**

USACE appears to have no formal definition of information needs. Data requests often result in gathering of far more information than is actually used. That which is gathered and transmitted appears to have little impact on decisions, product efficiency or effectiveness. Basically, information is undisciplined and stovepiped.

The costs associated with information acquisition, storage, retrieval, and manipulation can be documented and understood. The St. Paul District in this study has evaluated FY 84 information management costs by developing figures for each process and data set. These costs are measured in FTE's and dollars (see Appendix 1, tables A-1 and A-2).

Knowing the costs related to managing information has provided immediate benefits in that the District could now compare the current method of information management with automation proposals and quickly determine if the new method would be a cost improvement and more product efficient. For instance, this analysis was used to determine if the St. Paul District should buy into a near real time system developed by the Rock Island District for managing information concerning navigation traffic on the Upper Mississippi River. The District's analysis indicated that the proposed system would increase District overhead while not producing a commensurate increase in efficiency or effectiveness.

Figure 7 shows that information management is a huge part of our enterprise. The dollars consumed in managing information are about equal to all other overhead costs and are five times more costly in FTE's. In viewing figure 7, the reader should note that St. Paul District is a very efficient District. The District should operate at 803 FTE's based on the Corps norms for Districts with comparable workload. That is to say, 100 FTE's normally flowing to the District have been siphoned elsewhere to pay for others' regional and local inefficiencies. Therefore, the following analysis of overhead losses is even more applicable to others.



**FIGURE 7**

The study also shows significant overhead losses in efficiency because of stovepiping information in upward reporting systems having no apparent product return. In FY 1984, approximately 21.3 FTE's and \$998,000 were devoted to supplying information to higher headquarters through upward reporting. Of that figure, approximately 42% was used to supply information of little apparent utility. Specifically, the utility of certain financial and performance data appears questionable, even from a standpoint of historical data. CEPMS is a prime example. Other data exported upward is redundant to data transmitted in a parallel stovepiped system. It appears as if each stovepipe functional staff is using the same data in different formats not for product efficiency but to justify their existence, often "in case the General asks."

The above discussion indicates that information is big business but is not being disciplined as a resource or being handled in a cost effective and professional manner. To accomplish this internally, the District must clearly fix the responsibility for management of individual data sets within the organization. That responsibility will normally be fixed at the lowest possible level within the organization having whole purview of the data set. In order to discipline stovepiping, offices two management levels above the responsible office are only entitled to synthesized data on a routine basis. Matrix 6 identifies offices responsible for managing identified data sets. A similar discipline for levels above us needs to be applied; however, that is beyond the scope of this ISP.

In taking this approach, the St. Paul District finds it can easily align its information architecture with its organizational structure (see figure 8 and matrix 7). Such an alignment fosters efficiencies and helps to attain the prime District goal of maximizing products and services to the public.

## INFORMATION ARCHITECTURE

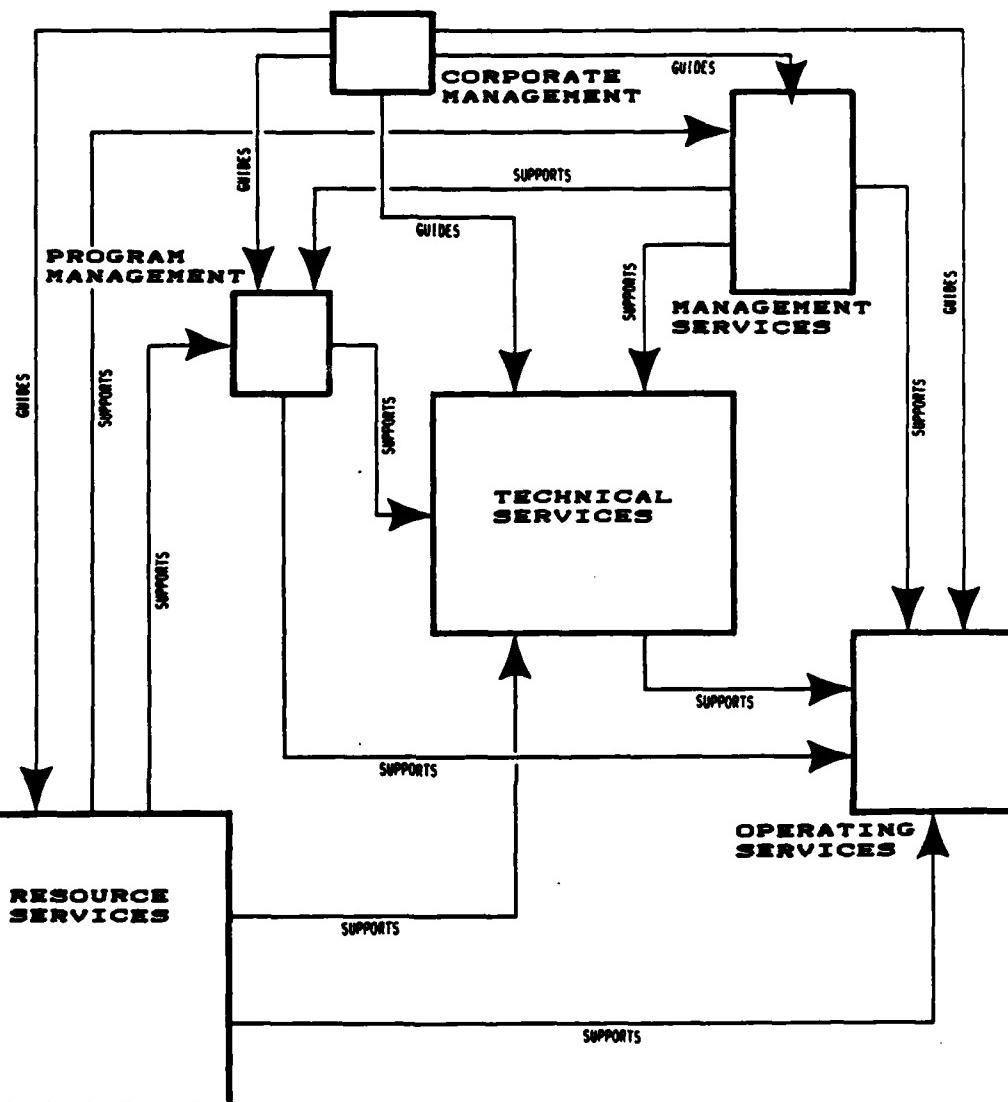


FIGURE 8

## **SECTION 8-FINDINGS AND CONCLUSIONS**

Based on previous automation efforts and the results of discussions and information obtained during development of this report, the following findings and conclusions are presented. They are organized to reflect the sequence of problems identified and discussed in section 3.

### **Problem 1 - Lack of Information Resource Discipline**

- District managers and supervisors have a thorough knowledge of the missions and functions of the organization. However, information management has grown topsy turvy. Up to this point, no resource discipline has been imposed on information management, thus causing an increase in the cost of business without a commensurate increase in product efficiency.
- The District does not have a mechanism to manage information as a resource in order to maintain and improve efficiency of operations. Specifically, a disciplined review (in terms of FTE's and dollars) to effectively evaluate proposed modifications to existing information management procedures does not exist.
- Managers are not held accountable for managing information as a resource. For instance, the Chief of the Engineering Division has not in the past been held accountable for his use of information just as he is now accountable for the dollars and FTE's. Each business process needs to be assigned to a lead manager.

### **Problem 2 - Lack of Usefulness**

- Managers have not fully defined operational voids; hence, data managed does not necessarily support the decision processes or product efficiency. They have overrelied on "automation experts" to define what should or should not be automated and to what degree.

- There is a need to eliminate unnecessary and redundant data by systematically reviewing information systems and reports to streamline those that support ongoing business processes. Such an action should foster increased flexibility of existing systems and should occur even though major replacements of systems are planned at OCE.
- The District should develop a corporate management system. More effective information is necessary - less detail, more summary information and trend analysis data - in order to better forecast and adjust the workload.
- The District needs to increase the usefulness of existing and proposed systems by:
  - a. Giving priority to the needs of those who must ultimately use the data, i.e., the end-user, by:
    1. Providing systems which are understandable, simple to operate, and which communicate effectively with users.
    2. Providing online instruction, menus, and other aids to assist users. Include bypass capabilities for more experienced users.
    3. Providing capability for users to access data bases and manipulate selected data into desired output format.
  - b. Developing new systems and applications as they relate to the defined processes only when justified and determined to be effective and efficient. Common standards for data base design by business process will help eliminate fragmentation of information along functional lines and help ensure effective communication among related data sets. Data sets are now developed along narrow functional channels that tend to limit their usefulness.

- The stewardship of data has not been fixed within the organization. In order to increase and assure data reliability, the District should assign stewardship of data sets to specific organizational elements. When organizations are allowed to develop data in pursuit of their needs, the likelihood of reliable data increases significantly. There should be little difficulty in incorporating the needs of higher authority.

#### Problem 3 - Data Stovepiping

- The information transfer capabilities of computer-based information/communication systems produce a temptation by higher authority to run the District's business through stovepipe channels. These stovepipes do not see or understand all of the ramifications of the problem or the relationship of our matrix organization problem solving process. The stovepipe does not produce a public product and often contributes to District overhead without a commensurate contribution to product development or District efficiency. But because it is usually a staff member of a higher headquarters, it demands and usually gets information it does not always use or occasionally uses improperly. USACE should not be organized and managed like the Defense Intelligence Agency (centralized) whose mission is to stovepipe raw data and synthesize it into a product at the Washington, D.C level. Rather, it should be organized along the concept of Sears (decentralized) whose diverse products and distribution are tailored and sized for the demand of customers in the field. If one holds to the philosophy of decentralized execution, then offices two management levels above the responsible office should only be entitled to synthesized data on a routine basis. OCE has no real justification for accessing raw data at the District level, nor do Divisions have real justification for accessing raw data at area and project level.

**Problem 4 - Insufficient Automatic Data Processing Support**

- Organization and operations have not kept pace with automation advances of the 1975-1984 era. The existing organizational structure cannot adequately respond to appropriate information needs.
- The District does not have a staff officer responsible for information management. Such an office would be similar to the Comptroller for fiscal discipline and the Personnel Office for personnel and manpower matters.
- The District had not evaluated its current organizational structure to insure that information is properly managed as a valuable resource.
- The District should incorporate the function of the Information Resource Management Committee into the Corporate Management Group.

**Problem 5 - Inadequate Lateral Linkages to Adjacent Data Bases**

- The District has not fully developed access into adjacent (other than Corps) information systems/data sets such as the University of Wisconsin, the Land Management Information Center, North Dakota State University, U.S. Geological Survey, National Weather Service, etc.
- A specific analysis of the cost effectiveness of Image Processing/GIS equipment needs to be established.

Problem 6 - Lack of Highly Skilled Personnel

- The District needs to explore administrative alternatives for attracting and keeping highly skilled technical personnel in the area of information resource management. Specifically, areas that should be examined are job design, grade structure (use of technical career paths), use of incentive awards, and training and developmental opportunities.

Problem 7 - Sharing of Data

- The District needs to link existing hardware in order to facilitate electronic sharing of common information. Such an action would allow organizational elements which have a need to share common data sets the ability to do so.
- The matrices contained in this report indicate which offices need to share data in order to effectively accomplish assigned missions. Such data sharing must be on a need to know, not a "nice to know" basis.

Problem 8 - Lack of Knowledge by Management of Available Data Systems

- An abundance of data and reports are available that could contribute to and support the many existing processes. However, the data are not always readily available, and managers are not always aware of the data or how to obtain it.
- The District should increase the access of District managers and supervisors to automated information systems so that they may become more familiar with the capabilities and known limitations of available data systems.

Problem 9 - Inadequate Hardware/Software Documentation

- The District needs to initiate a comprehensive survey of all existing automation hardware and develop documentation for its proper use and care.
- All computer users need to fully document applications they develop. A formulated plan must be established which outlines how all users can share the knowledge developed by others. Procedures must be established to permit access to software documentation on an as needed basis.

Problem 10 - Training Opportunities

- The District has not identified fully the technical training needs and formal training program to further develop and maintain acceptable levels of computer literacy throughout the District.
- The District should develop a program to orient and expose managers to automated technology so that they will have realistic expectations regarding equipment capability and staff productivity. A study has been completed (April 1985) which examined the problems of training managers in microcomputer technology, and it identified several methods for dealing with knowledge voids.

## **SECTION 9-RECOMMENDATIONS AND ACTION PLAN**

### **Discussion**

The District entered the first phase of its automation plan by bringing in 54 microcomputers. First year savings attributable to implementation of the automation plan are estimated to be \$228,700 in cost avoidance and cost savings. Although it is desirable to achieve as much early benefit as possible, the main thrust of the study recommendations is to assure that a disciplined approach is adopted for information management. Specifically, some organizational adjustments are required to place information management activities in the same light as the management of funds and personnel.

The action plan provides the framework for implementing the recommendations. It identifies what actions should be taken, who should be assigned the lead role, who must be coordinated with, and when the action is to be completed. The actual implementation will require the application of an implementation procedure. With its total organizational and geographic approach, this procedure will result in a specific plan for carrying out the recommendations contained in this Information Systems Plan.

### **Recommendations and Action Items**

#### **Problem 1 - Lack of Information Resource Discipline**

##### **Recommendation**

- o Hold lead offices accountable for the cost effective management of the process assigned to them (matrix 1). Specifically, process managers must be held accountable for information just as they are held accountable for dollars and manpower.

- Hold data set managers accountable for the accuracy, completeness, and accessibility of the data sets assigned to them (matrix 6).
- Impose the discipline that data set users must use the data within that set as is. They may not update or change the data without approval of the data set manager.

#### Action Items

- Action Item 1. Task lead offices identified to be responsible for the cost-effective management of each process and data set managers for the accuracy, completeness, and useability of each data set. (DE lead - May 1985)
- Action Item 2. Define a methodology to measure the cost effectiveness of information management activities and assign responsibilities for measurement. (DO lead, coordinate with ED, PD, CO, EM, and others as needed - Complete by September 1985)
- Action Item 3. Use defined methodology to determine the effectiveness of information management activities. (ED, PD, CO, EM, and others as required - Begin October 1985)

#### Problem 2 - Lack of Usefulness

#### Recommendations

- Examine existing information systems and subsystems to insure that they are needed and cost effective.
- Develop new systems only when it can be demonstrated that the proposed system is needed and cost effective.

#### Action Items

- Action Item 4. Conduct a systematic review and evaluation of major existing systems with the intent of identifying and eliminating unnecessary components and streamlining the remaining portions. (DO lead, DD assignment of reviews. To be accomplished by individual offices - Ongoing)(DO prepare survey schedule by 1 June 1985)
- Action Item 5. Prepare written justifications prior to the development of new systems. Such justifications will be prepared by the process manager and coordinated with each affected data set manager. Each system is subject to being monitored to accurately display its cost effective nature. (Lead as needed by operational process manager - Ongoing)

#### Problem 3 - Data Stovepiping

##### Recommendation

- Evaluate the cost effectiveness of stovepiped upward reporting systems.

##### Action Items

- Action Item 6. Conduct an inventory of stovepipe data systems and identify those that support District missions and those that are suspect. (DO lead, coordinate with other offices as needed - July 1985)
- Action Item 7. Challenge unnecessary or questionable stovepipe data systems through NCD to OCE. Consider the Model District concept as a test bed, where applicable. Deny routine access to raw data from any manager two levels or higher above the assigned process manager. (DO lead, coordinate with other offices as needed - September 1985)

**Problem 4 - Insufficient Automatic Data Processing Support**

**Recommendations**

- Establish an IRMO to assume staff responsibility for the development and implementation of an information resource management discipline.
- Evaluate remaining organizational structure to insure that organizational structure provides for managing information as a valuable resource. (EP lead, coordinate as needed - Complete by September 1985)

**Action Items**

- Action Item 8. Initiate action to establish an IRMO within the St. Paul District. (DE lead - May 1985)
- Action Item 9. Prepare a decision document that evaluates the entire organizational structure and makes recommendations concerning changes necessary to insure a more responsive and disciplined information architecture. (EP lead, coordinate as needed - Complete by September 1985)

**Problem 5 - Inadequate Lateral Linkages to Adjacent Data Bases**

**Recommendation**

- Establish lateral data linkages with other information systems and evaluate the cost effectiveness of an image processing/GIS system.

**Action Items**

- Action Item 10. Identify and establish needed lateral data linkages with other agencies and institutions through the development of formal memorandums of agreement. (ED, PD, CO, EM, and others lead; Technical support - DO; Coordination/DC-M; Ongoing)

- Action Item 11. Conduct an interdisciplinary analysis of the cost effectiveness of developing an image processing/GIS capability in St. Paul. (CO lead, PD, ED, EM, and others as needed - October 1985)

Problem 6 - Lack of Highly Skilled Personnel

Recommendation

- Maximize the District use of existing individual capabilities, provide maximum developmental opportunities, insure program visibility, and reward individual achievements.

Action Item

- Action Item 12. Create user groups. Reward leaders and contributors that emerge. (DO lead, Corporate Management Group support - May 1985)

Problem 7 - Sharing of Data Lacking

Recommendation

- Establish a local area network (LAN) so that organizational elements may share commonly needed data (internal and external).

Action Items

- Action Item 13. Develop performance specifications for a LAN. (DO lead, coordinate with other office elements, as needed - June 1985)
- Action Item 14. Award a contract for the installation of the required LAN. (SP lead, coordinate with DO - August 1985)

**Problem 8 - Lack of Knowledge by Management of Available Data Systems**

**Recommendation**

- Develop a method to assist managers in becoming familiar with existing data systems.

**Action Item**

- Action Item 15. Prepare a catalog which describes the capabilities and known limitations of data systems currently available to the District. Cause hands-on actions to occur among managers. (DO lead - July 1985)

**Problem 9 - Inadequate Hardware/Software Documentation**

**Recommendations**

- Conduct an in-depth inventory of all existing documentation for hardware/software.
- Reinforce the benefits of properly documenting software applications developed by District staff. Hold appropriate managers responsible for such documentation.

**Action Items**

- Action Item 16. Complete an inventory of existing documentation. (DO lead - September 1985)
- Action Item 17. Incorporate microcomputer software documentation requirements into the standard documentation procedures for District software. (DO lead - Ongoing)

**Problem 10 - Training Opportunities**

**Recommendations**

- Update annually the District training plan and training catalog to maximize opportunities for understanding computer systems and software applications (to include office specific applications).
- Implement study recommendations outlined in the discussion of problem 10, page 26.

**Action Items**

- Action Item 18. Update training plan and course catalog. (EP lead - September 1985)
- Action Item 19. Conduct an orientation course designed specifically for managers. (EP lead - June 1985)
- Action Item 20. Offer monthly seminars on microcomputer applications. (DO lead, coordinate with EP - Ongoing)

**INFORMATION SYSTEMS PLAN**

**APPENDIX 1**

**PROCESS IDENTIFICATION AND COSTS**

APPENDIX 1  
PROCESS IDENTIFICATION AND COSTS

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**TABLE A-1**  
**SUMMARY OF THE RELATIVE COSTS**  
**OF INFORMATION MANAGEMENT**

PROCESS	PFTE	IFTE	RFTE	PCST	ICST	RCST
1 FORMULATE STRATEGIC DIRECTION	1.18	0.02	1.16	62.7	1.0	61.7
2 ESTABLISH POLICY AND OBJECTIVES	4.42	0.03	4.39	216.3	1.4	214.9
3 ORGANIZE/DEVELOP WORKFORCE	11.88	0.13	11.75	667.8	6.1	661.7
4 PLAN FOR MOBILIZATION	6.28	0.25	6.03	307.6	11.8	295.8
5 MILITARY PROGRAM MANAGEMENT/EXECUTION	2.26	0.20	2.06	110.5	9.4	101.1
6 CIVIL PROGRAM MANAGEMENT	9.92	2.95	6.97	485.4	147.5	337.9
7 FORMULATE CIVIL WORKS BUDGET	8.54	4.20	4.34	434.8	198.0	236.8
8 EXECUTE CIVIL WORKS PROGRAM	8.93	5.20	3.73	437.3	244.8	192.5
9 CONDUCT CIVIL WORKS PLANNING STUDIES	44.08	1.50	42.58	4068.1	70.5	3997.6
10 CONDUCT IJC ACTIVITIES	0.98	0.15	0.83	66.4	7.1	59.3
11 PREPARE A/E SELECTIONS	2.65	0.05	2.60	129.9	2.5	127.4
12 PERFORM TECHNICAL ENGINEERING	59.11	5.25	53.86	8053.2	284.2	7769.0
13 CONDUCT ECONOMIC AND SOCIAL ANALYSES	8.44	1.24	7.20	473.4	66.9	406.5
14 CONDUCT LAND USE AND RECREATION PLANNING ACTIVITIES	4.52	0.65	3.87	313.6	33.0	280.6
15 CONDUCT ENVIRONMENTAL ANALYSES	13.16	4.63	8.53	892.8	293.4	599.4
16 PREPARE LOCAL COOPERATION AGREEMENTS	1.87	0.03	1.84	91.3	2.3	89.0
17 COORDINATE REAL ESTATE ACQUISITION BY LOCAL SPONSORS	0.98	0.10	0.88	51.2	5.9	45.3
18 PERFORM REAL ESTATE ACQUISITION	1.47	0.30	1.17	71.1	18.3	52.8
19 MANAGE REAL PROPERTY	2.85	0.90	1.96	176.7	44.5	132.2
20 DISPOSAL OF REAL PROPERTY	1.28	0.18	1.10	70.6	8.4	62.2
21 CONSTRUCT CIVIL WORKS PROJECTS	23.07	6.50	16.57	14658.6	413.8	14244.8
22 REVIEW CLAIMS, APPEALS AND MODIFICATIONS	4.81	0.10	4.71	235.5	4.7	230.8
23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE ACTIVITIES	299.76	20.60	279.16	18544.4	945.5	17598.9
24 PERFORM REGULATION OF RESERVOIRS	15.41	1.50	13.91	1048.0	71.6	976.4
25 MANAGE COMMERCIAL ACTIVITIES PROGRAM	1.96	1.40	0.56	86.4	65.8	20.6
26 MANAGE EEO PROGRAM	2.65	0.66	1.99	128.0	31.0	97.0
27 MANAGE SAFETY PROGRAM	1.77	0.29	1.48	71.0	12.4	58.6
28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT	1.57	0.50	1.07	70.7	23.5	47.2
29 CONDUCT PUBLIC AFFAIRS PROGRAM	3.53	0.11	3.42	158.7	5.3	153.4
30 IMPLEMENT REGULATORY PROGRAM	31.03	7.10	23.93	1318.0	333.7	984.3
31 MANAGE VALUE ENGINEERING PROGRAM	2.75	0.10	2.65	134.0	4.7	129.3
32 ADMINISTER PERSONNEL PROGRAM	17.87	1.05	16.82	899.2	49.3	849.9
33 MANAGE PROCUREMENT/SUPPLY PROGRAM	6.19	0.36	5.83	293.9	16.9	277.0
34 MANAGE SADBU PROGRAM	0.79	0.50	0.29	32.1	27.4	4.7
35 MANAGE MANPOWER MANAGEMENT PROGRAM	1.67	0.03	1.64	80.8	1.5	79.3
36 MANAGE PLANT REPLACEMENT AND IMPROVEMENT PROGRAM	0.69	0.20	0.49	48.1	10.0	38.1
37 MANAGE EMERGENCY MANAGEMENT PROGRAM	4.03	0.25	3.78	491.3	7.9	483.4
38 CONDUCT RELOCATION ASSISTANCE PROGRAM	0.98	0.47	0.51	48.1	30.0	18.1
39 MANAGE ADP PROGRAM	12.76	10.00	2.76	1139.0	470.0	669.0
40 MANAGE ENERGY CONSERVATION PROGRAM	0.39	0.10	0.29	19.2	4.9	14.3
41 MANAGE MOTOR VEHICLE PROGRAM	1.08	0.10	0.98	52.9	4.7	48.2
42 OVERSIGHT MANAGEMENT OF EPA CONSTRUCTION GRANT PROGRAM	21.31	2.42	18.89	981.4	114.6	866.8
43 MANAGE FINANCE AND ACCOUNTING	25.92	17.50	8.42	870.0	822.5	47.5
44 PROVIDE LEGAL SUPPORT	0.29	0.10	0.19	70.6	4.7	65.9
45 PROVIDE REVIEW AND AUDIT	0.59	0.20	0.39	26.4	9.4	17.0
46 CONDUCT REVIEW AND ANALYSIS	1.57	0.30	1.27	91.4	14.1	77.3
47 DEVELOP COMMUNITY RELATIONS	5.50	0.10	5.40	238.8	4.7	234.1
48 PROVIDE RECORDS MANAGEMENT	3.53	0.40	3.13	179.5	18.8	160.7
49 PROVIDE PUBLICATIONS/FORMS SERVICES	1.96	0.60	1.36	102.2	28.2	74.0
50 PROVIDE FACILITIES MAINTENANCE	2.21	2.00	0.21	153.4	94.0	59.4
51 PROVIDE LIBRARY SERVICES	1.96	0.80	1.16	96.3	37.6	58.7
52 PROVIDE TRAVEL SERVICES	1.96	0.90	1.06	102.2	50.7	51.5
53 PROVIDE AUDIO-VISUAL SERVICES	1.72	0.25	1.47	96.1	11.8	84.3
54 PROVIDE REPROGRAPHIC SERVICES	2.06	1.60	0.46	102.2	75.2	27.0
55 PROVIDE COMMUNICATION SERVICES	2.85	1.20	1.65	151.2	56.4	94.8

PFTE = PROCESS COST IN FTE'S

703.00 108.25 594.76 60000.0 5334.3 54665.7

IFTE = INFO COST IN FTE'S

108.2 594.8 60 5.3 54.7

RFTE = REMAINING PROCESS COSTS IN FTE'S

PCST = PROCESS COST IN DOLLARS

ICST = INFO COST IN DOLLARS

RCST = REMAINING PROCESS COST IN DOLLARS

**TABLE A-2**  
**ESTIMATE OF FY-84**  
**DATA SET MANAGEMENT COSTS**

NO.	DATA SET NAME	FTE'S	COST \$1000's
1	AUDIT/REVIEW	0.50	23.6
2	BUDGET	12.78	708.7
3	COMMERCIAL ACTIVITY	1.40	66.1
4	CONSTRUCTION	5.98	382.0
5	CONTRACT	0.67	35.8
6	CONTRACTOR	0.17	8.0
7	COOPERATIVE AGREEMENT	0.03	2.3
8	COST ESTIMATE	0.20	10.0
9	CULTURAL	2.23	105.1
10	CUSTOMER	0.26	14.8
11	DESIGN ENGINEERING	0.75	37.7
12	DOCUMENTATION	8.11	388.0
13	ECONOMIC	0.19	19.3
14	ENVIRONMENT	2.00	100.5
15	EQUIPMENT	1.10	52.8
16	FACILITY	0.10	4.7
17	FINANCIAL	17.70	836.4
18	FORM	1.00	47.2
19	FURNITURE	0.10	4.7
20	GENERAL ENGINEERING	1.00	47.2
21	GEOTECHNICAL	0.30	14.2
22	HYDRAULICS	1.00	43.7
23	HYDROLOGY	2.55	191.9
24	INFORMATION SYSTEM	10.10	476.9
25	INTEREST GROUP	0.10	4.7
26	LEGAL	0.10	4.7
27	LIBRARY	0.75	35.5
28	MANAGEMENT	2.09	98.9
29	MANPOWER	1.33	63.8
30	MEDIA	0.10	4.7
31	NATURAL RESOURCE	0.38	14.9
32	NAVIGATION	7.77	249.7
33	OPERATIONS & MAINTENANCE	4.90	224.9
34	ORGANIZATION	0.03	1.4
35	PERFORMANCE	4.31	212.4
36	PERSONNEL	1.48	54.3
37	PLANNING	0.95	44.9
38	PLANT	0.30	14.8
39	POLICY	0.25	12.5
40	POSITION/SPACE	0.10	4.7
41	REAL ESTATE	1.95	107.6
42	REGULATION	0.30	14.2
43	REGULATORY	3.80	179.4
44	REPRODUCTION	1.60	75.6
45	SAFETY	0.29	12.5
46	SECURITY	0.50	14.2
47	SOCIAL	0.20	10.0
48	SPECIFICATIONS	0.70	67.8
49	SUPPLY	1.18	51.8
50	SURVEYS & MAPPING	0.20	9.4
51	TRAVEL	0.90	50.9
52	VALUE ENGINEERING	0.10	4.7
53	WORKLOAD	1.35	67.8
<b>TOTALS</b>		<b>108.2</b>	<b>5334.3</b>

DATA SET  
DEFINITIONS

1. AUDIT/REVIEW - This data set contains information relating to support of internal/external audits, audit compliance, internal review, and internal control programs.
2. BUDGET - This data set contains information relating to budget formulation and justification.
3. COMMERCIAL ACTIVITY - This data set contains information which supports the accomplishment of the commercial activities program of the St. Paul District.
4. CONSTRUCTION - This data set contains information on construction of projects in the St. Paul District.
5. CONTRACT - This data set contains information which supports decisions relating to the development of contracts required to accomplish NCS missions.
6. CONTRACTOR - This data set contains information relating to the availability and capabilities of contractors which may be called upon to provide services to the St. Paul District.
7. COOP AGREEMENT - This data set contains information relating to the orderly development of necessary Cooperative Agreements between NCS and other entities.
8. COST ESTIMATES - This data set contains information relating to the development of cost estimates necessary to accomplish assigned missions.
9. CULTURAL - This data set contains information relating to cultural resources found within the St. Paul District.
10. CUSTOMER - This data set contains information relating to the identified customers of the St. Paul District.
11. DESIGN ENGINEERING - This data set contains information which supports the design mission of the St. Paul District.
12. DOCUMENTATION - This data set refers to any information which supports the disciplined documentation of District actions, accomplishments or positions.
13. ECONOMIC - This data set contains information which supports all forms of economic analysis within the St. Paul District.
14. ENVIRONMENT - This data set contains information which supports all forms of environmental analysis within the St. Paul District.

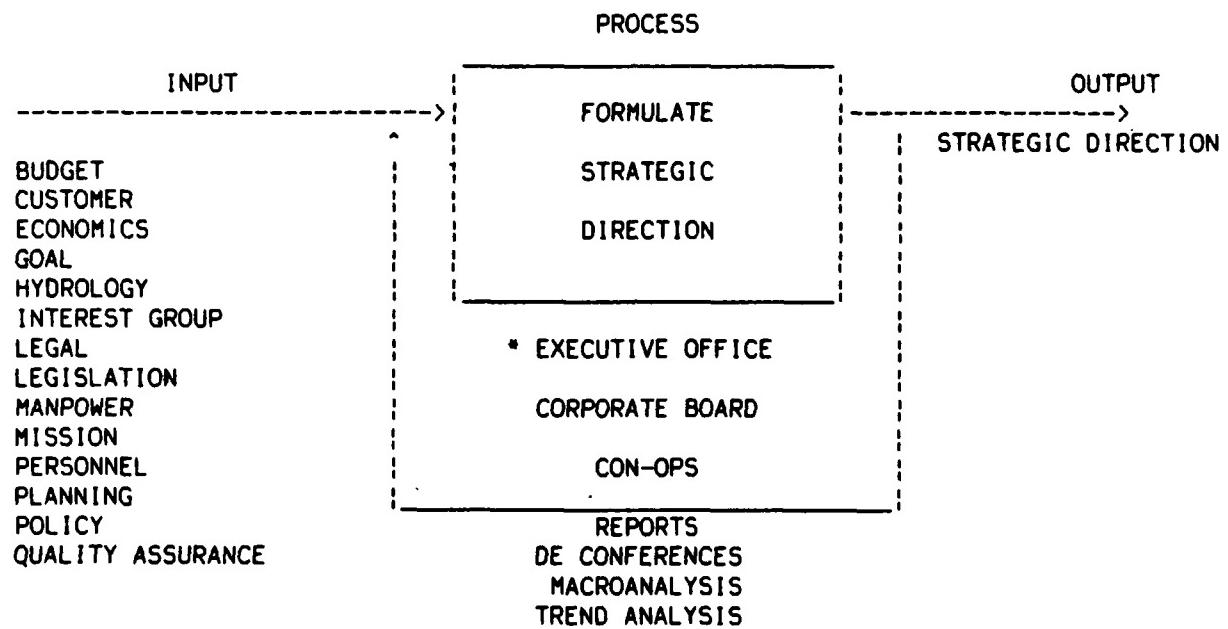
15. EQUIPMENT - This data set contains information relating to all equipment necessary to accomplish assigned missions within the St. Paul District.
16. FACILITY - This data set contains information relating to the land, buildings, or structures owned or leased by the St. Paul District.
17. FINANCIAL - This data set contains information which supports the receiving and allocating of funds, timekeeping/payroll, certification of funds, recording commitments and expenditures, and maintaining all accounts both receivable and payable.
18. FORM - This data set contains information relating to paperwork management.
19. FURNITURE - This data set contains information relating to the physical equipment used to support the workforce.
20. GENERAL ENGINEERING - This data set contains information used in support of the general engineering function of the St. Paul District.
21. GEOTECHNICAL - This data set contains information used in support of geotechnical activities of the St. Paul District.
22. HYDRAULICS - This data set contains information used in support of hydraulic design and analysis.
23. HYDROLOGY - This data set contains information used in support of hydrologic analysis within the St. Paul District.
24. INFORMATION SYSTEM - This data set contains information relating to the support of all data systems used within the St. Paul District.
25. INTEREST GROUP - This data set contains information relating to identified interest groups whose concerns and policy influence the accomplishment of St. Paul District missions.
26. LEGAL - This data set contains information required in support of the NCS Office of Counsel.
27. LIBRARY - This data set contains information on library services and reference material.
28. MANAGEMENT - This data set contains information relating to activities which support management actions of the St. Paul District.
29. MANPOWER - This data set contains information which supports activities relating to manpower requirements, allocations, utilization, and standards.
30. MEDIA - This data set contains information which relates to supporting St. Paul District involvement with the media.

31. NATURAL RESOURCE - This data set contains information on natural resource management activities of the District.
32. NAVIGATION - This data set contains information on navigation activities in the St. Paul District.
33. OPERATIONS AND MAINTENANCE - This data set contains information regarding operation and maintenance of projects within the St. Paul District.
34. ORGANIZATION - This data set contains information regarding missions, function and structure, which is required to support District organizational structure.
35. PERFORMANCE - This data set contains information which supports the monitoring and analysis of mission performance within the St. Paul District.
36. PERSONNEL - This data set contains information which directs, guides, and describes critical data concerning past, current, and potential employees within the St. Paul District.
37. PLANNING - This data set contains information which supports the water resource planning mission of the St. Paul District.
38. PLANT - This data set contains information relating to the physical plant required for accomplishing assigned missions within the St. Paul District.
39. POLICY - This data set contains information relating to policy promulgated by the Executive Branch, other governmental agencies, Congress, OSA, DA, and OCE.
40. POSITION/SPACE - This data set contains information relating to the identification, justification and allocation of manpower within the St. Paul District.
41. REAL ESTATE - This data set contains all information in support of the real estate mission within NCS.
42. REGULATION - This data set contains all information relating to the development, background, and content of existing and proposed regulations which affect the accomplishment of assigned missions within the St. Paul District.
43. REGULATORY - This data set contains all information on historic permit and enforcement actions.
44. REPRODUCTION - This data set contains information on reproduction of documents in the District.

45. SAFETY - This data set contains information in support of the safety program within the St. Paul District.
46. SECURITY - This data set contains information which supports all District security programs, policy and procedures.
47. SOCIAL - This data set contains information which supports the social analysis programs of the St. Paul District.
48. SPECIFICATIONS - This data set contains information which supports the development of construction specifications.
49. SUPPLY - This data set contains information which supports the procurement and supply activities of the St. Paul District.
50. SURVEY/MAPPING - This data set contains information which supports the ongoing surveying and mapping activities of the St. Paul District.
51. TRAVEL - This data set contains information which supports the travel activities of the District.
52. VALUE ENGINEERING - This data set contains information which supports the District's Value Engineering program.
53. WORKLOAD - This data set contains information which helps to define, assign, and level the varied workload of the St. Paul District.

## I FORMULATE STRATEGIC DIRECTION

Formulate long range direction for the St. Paul District based on guidance and direction from higher levels together with an understanding of the regional, political, environmental, economic, military and social conditions that provide the basis for a comprehensive program responsive to customer needs.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 1 - Formulate Strategic Direction**

**DATA SET: Policy (Basin Strategies)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Identification of strategic direction.**

**FREQUENCY THAT DATA SET IS USED: Annual**

**CURRENT METHOD OF**

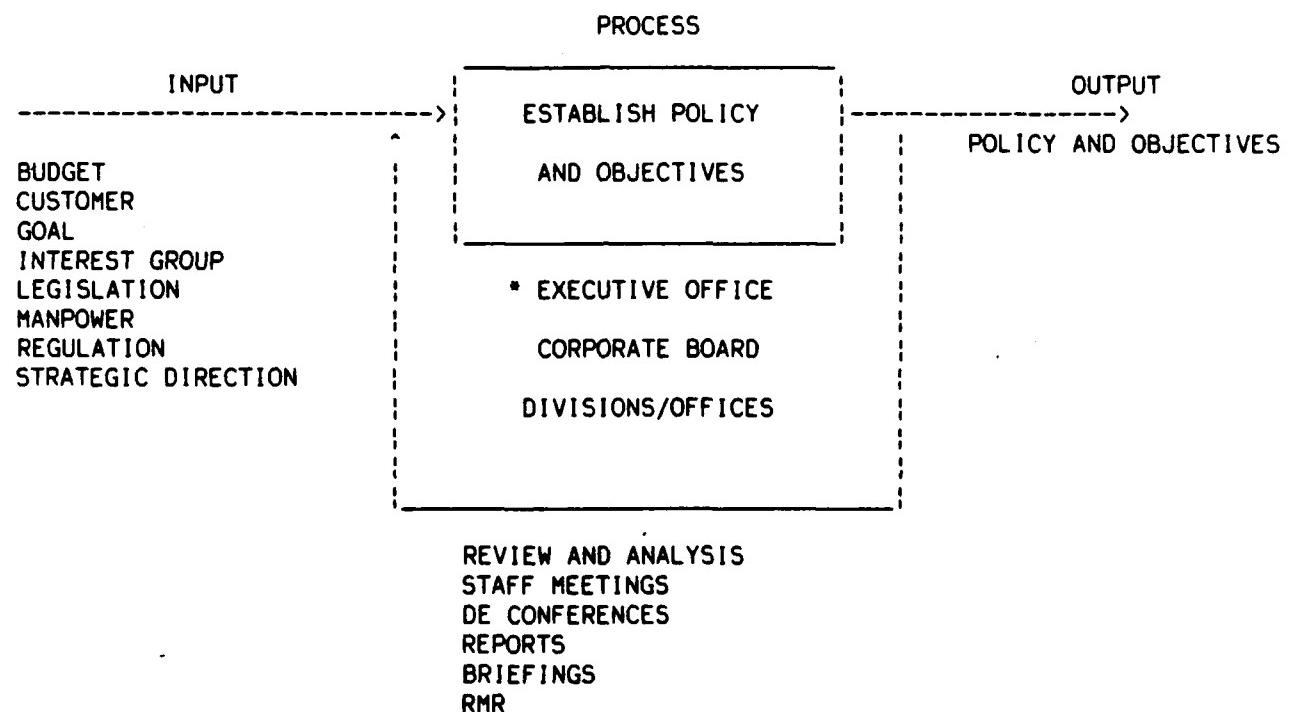
**INFORMATION MANAGEMENT: Manual File - Printed booklet.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.02 FTE's      \$1,000**

## 2 ESTABLISH POLICY AND OBJECTIVES

Translate strategic direction into policy and objectives for the administration and execution of assigned missions.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 2 - Establish Policy and Objectives**

**DATA SET: Policy (Goals and Objectives)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS  
DATA SET SUPPORTS: Policy formulation.**

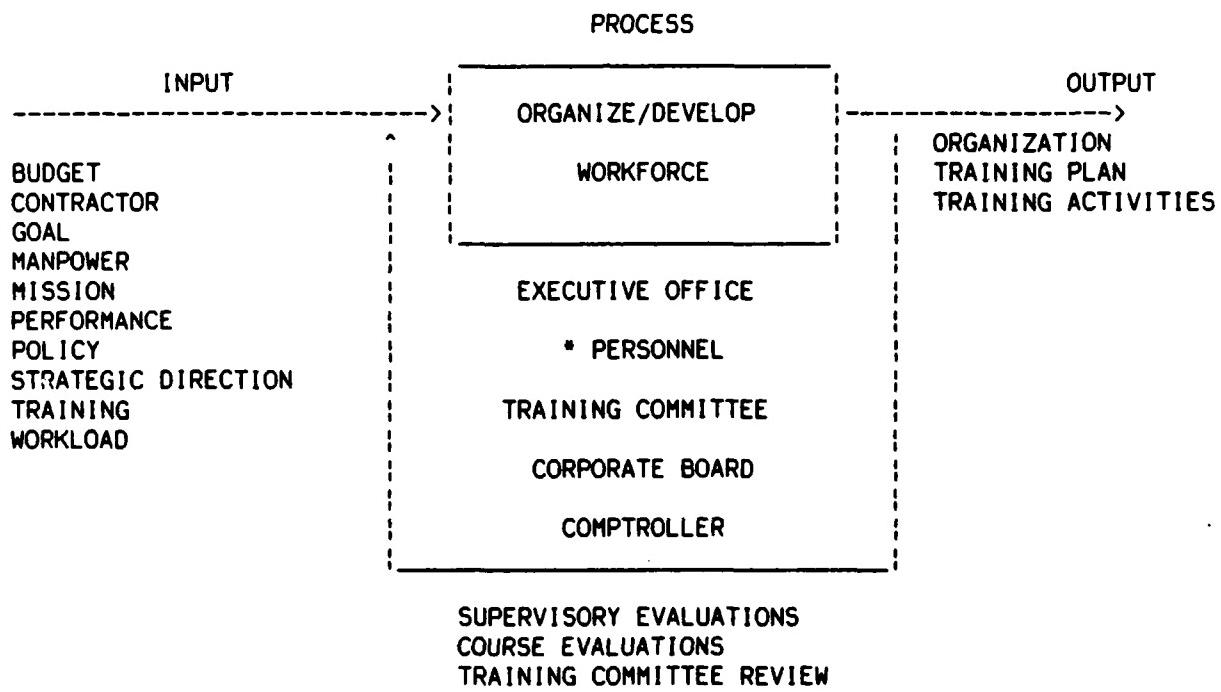
**FREQUENCY THAT DATA SET IS USED: Variable**

**CURRENT METHOD OF  
INFORMATION MANAGEMENT: Manual**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.03 FTE's      \$1,400**

### 3 ORGANIZE/DEVELOP WORKFORCE

Provide organization and professional development to enhance the capability and versatility of the St. Paul District workforce for accomplishing current and future missions.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 3 - Organize/Develop Workforce**

**DATA SET: Organization (Charts)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS  
DATA SET SUPPORTS: Provide direction.**

**FREQUENCY THAT DATA SET IS USED: Variable**

**CURRENT METHOD OF  
INFORMATION MANAGEMENT: Manual**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.03 FTE's      \$1,400**

**DATA SET: Personnel (Training)**

**VINTAGE REQUIREMENT  
OF DATA SET: Weekly**

**DECISIONS OR PRODUCTS  
DATA SET SUPPORTS: Tracks training program**

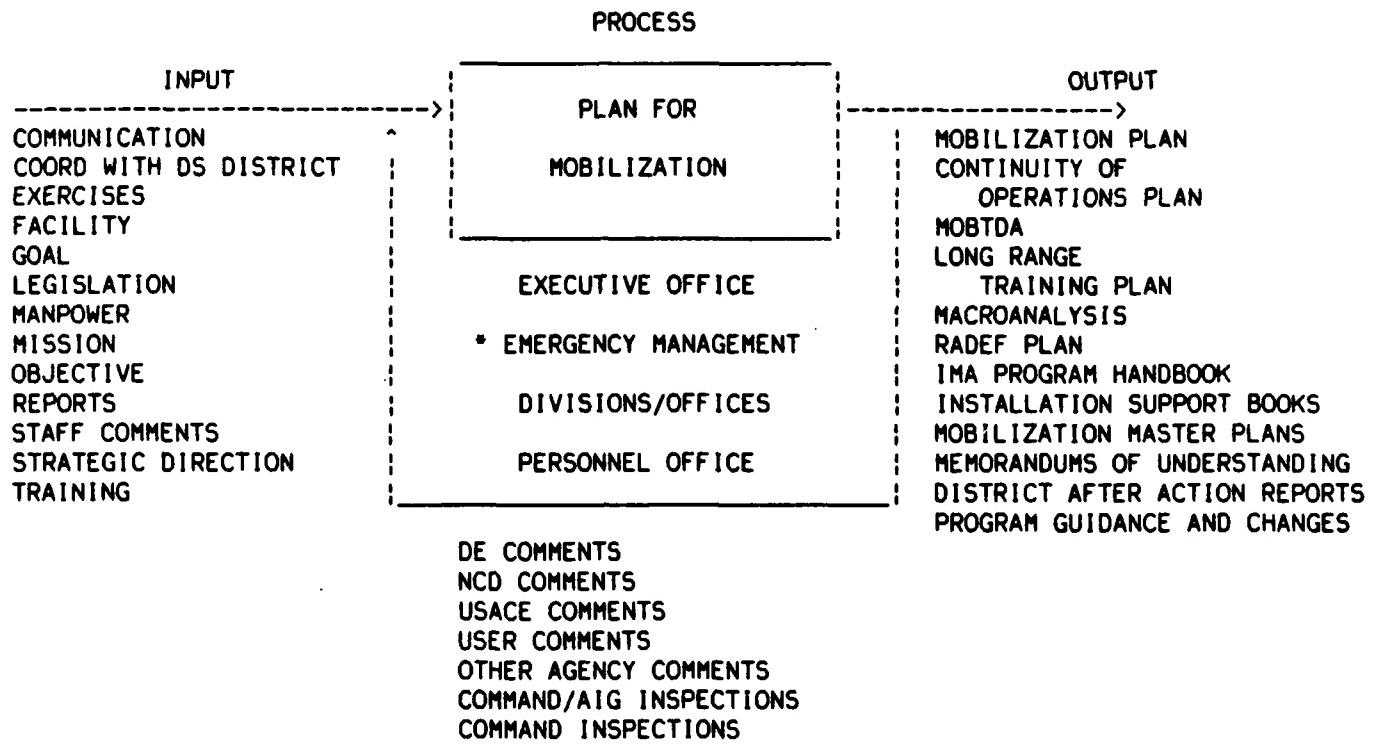
**FREQUENCY THAT DATA SET IS USED: Weekly**

**CURRENT METHOD OF  
INFORMATION MANAGEMENT: Manual**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.1 FTE's      \$4,700**

#### 4 PLAN FOR MOBILIZATION

Formulate plans to assure District readiness for mobilization conditions.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 4 - Plan for Mobilization**

**DATA SET: Contractor (Engineering Resources - Design and Construction)**

**VINTAGE REQUIREMENT  
OF DATA SET: Annual**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Ability of private contract construction industry to meet the District's perceived mobilization construction demands.

**FREQUENCY THAT DATA SET IS USED:** As needed

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Incomplete manual tabulation of data from survey forms completed by construction contractors on a sporadic basis.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,350

**DATA SET: Management (Daily Staff Journal)**

**VINTAGE REQUIREMENT  
OF DATA SET: Real time**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Direct appropriate implementation of District's MOBPLAN in the event of mobilization or during mobilization exercises; monitor and track messages concerning the event/exercise.

**FREQUENCY THAT DATA SET IS USED:** Constant during event

**CURRENT METHOD OF**

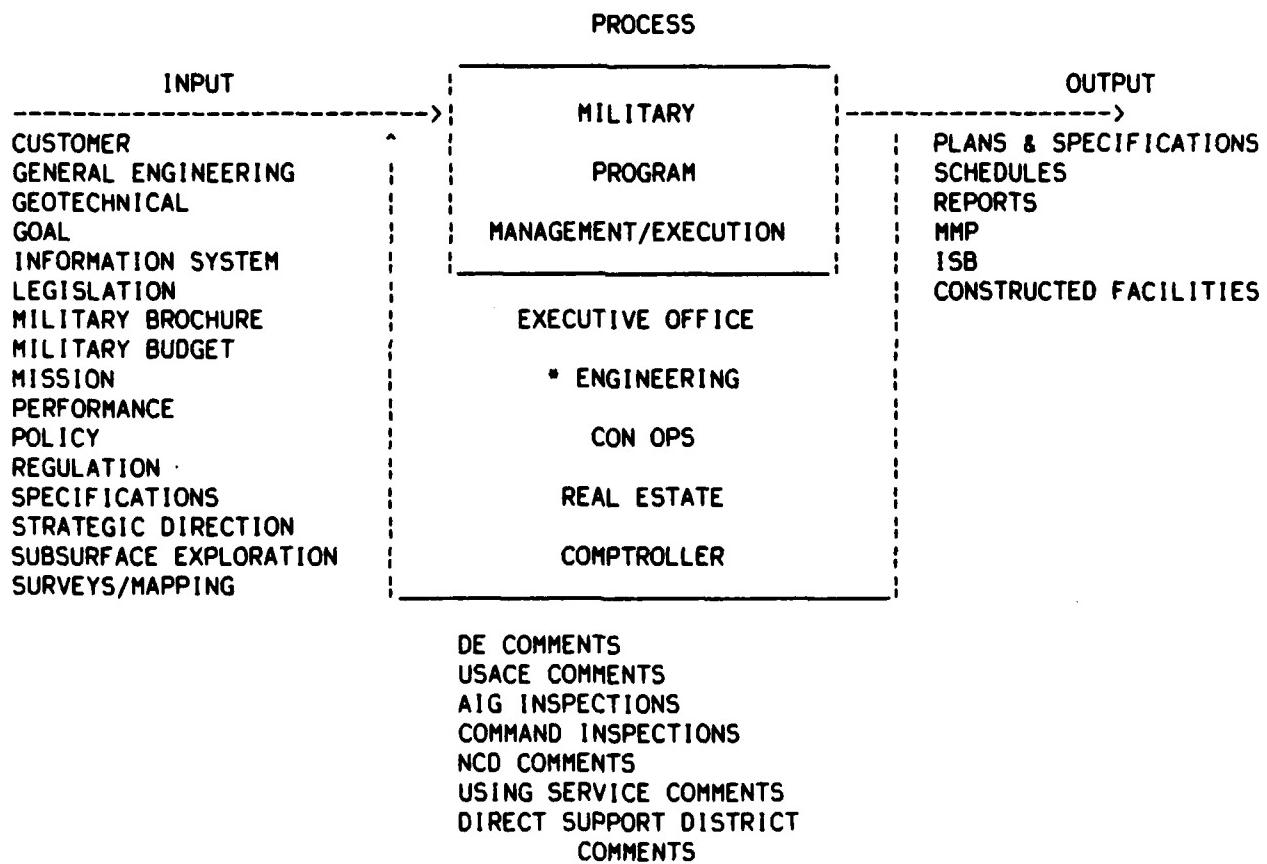
**INFORMATION MANAGEMENT:** Experimenting with automated message log on micro. Previously utilized handwritten entries to master journal.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

## 5 MILITARY PROGRAM MANAGEMENT/EXECUTION

Manage military program activities by translating program objectives into specific plans; schedules and performance requirements; evaluating accomplishments; making program changes; and execution and planning for post commanders.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 5 - Military Program Management/Execution

**DATA SET:** Management (Schedules, Budgets, Project Data)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** FTE's justified by military work, milestone reporting, project scheduling and modification.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

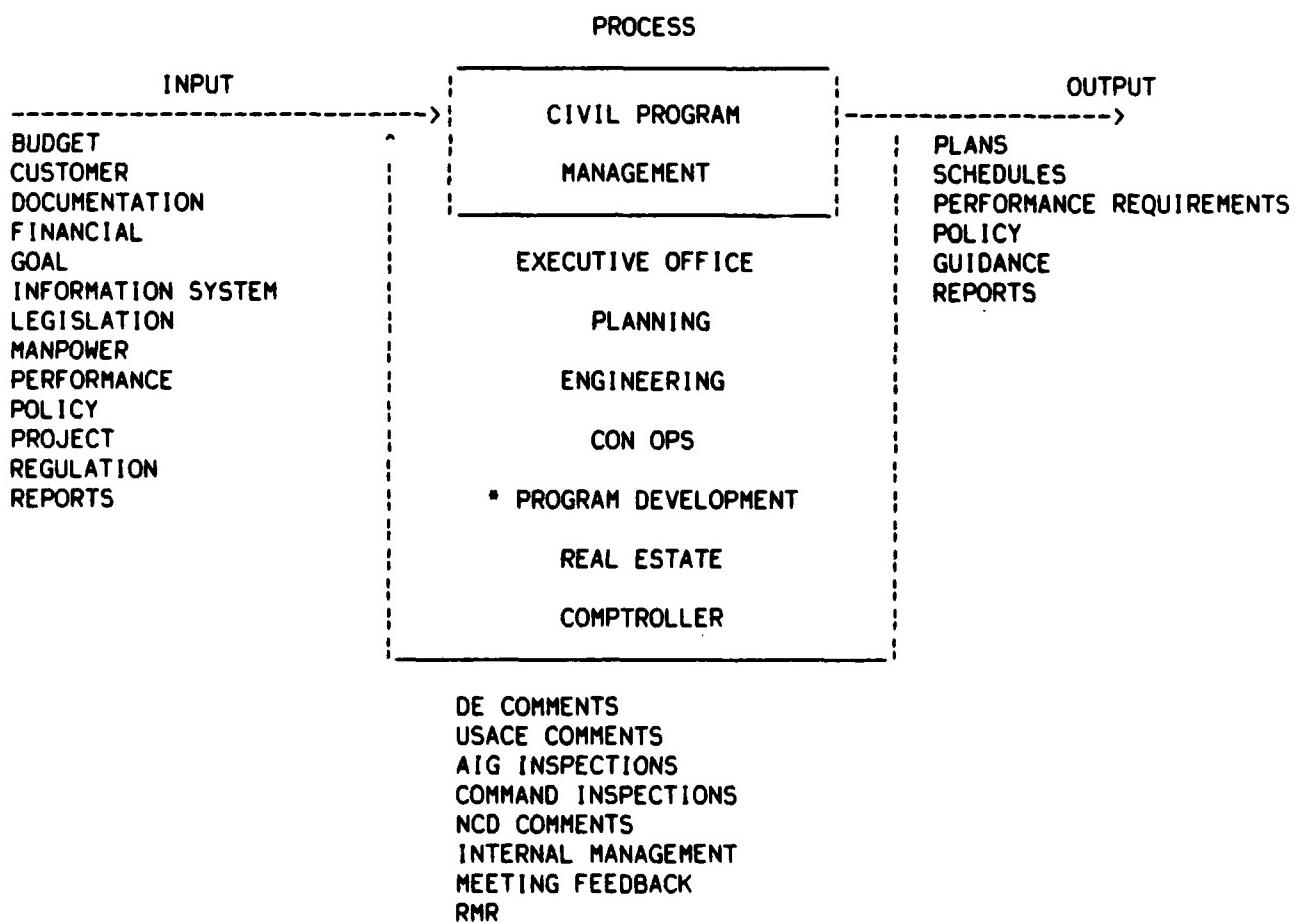
**INFORMATION MANAGEMENT:** By hand computation, reporting and updating.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

## 6 CIVIL PROGRAM MANAGEMENT

Manage civil works activities by translating program objectives into specific plans, schedules and performance requirements; evaluating accomplishments; workload projections and program change decisions.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 6 - Civil Program Management**

**DATA SET: Manpower (FORCON)**

**VINTAGE REQUIREMENT  
OF DATA SET: 3 months**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provides data needed to make decisions on A/E contracting and FTE's for fiscal year.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process involves inputting data on large sheets and revising as needed by hand.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$5,000

**DATA SET: Workload (Division and Branch Workload Shortfall)**

**VINTAGE REQUIREMENT  
OF DATA SET: Quarterly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides management tool for determining needed A/E contracting, manpower shortages, manpower excesses, ability to meet schedules, overtime required, etc.

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process and manual graphs.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$5,000

**DATA SET:** Workload (FY Manpower and In-house A/E Spreadsheet)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** (1) FTE requirements, (2) A/E contracting requirements, (3) Project funding requirements, (4) Workload and personnel distribution within the branch, (5) Project priorities.

**FREQUENCY THAT DATA SET IS USED:** Bi-monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** (1) Data generated by branch chiefs, (2) Data tabulated using typed tables and drafted graphs, (3) Tables and graphs are reviewed, updated and republished approximately bi-monthly.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.25 FTE's      \$62,500

**DATA SET:** Documentation (Preparation of Draft Letters and MFRs and In-House Memos)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** The letters, in-house memos, and MFRs support the PD-PF branch and all other branches that interact with PD-PF.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

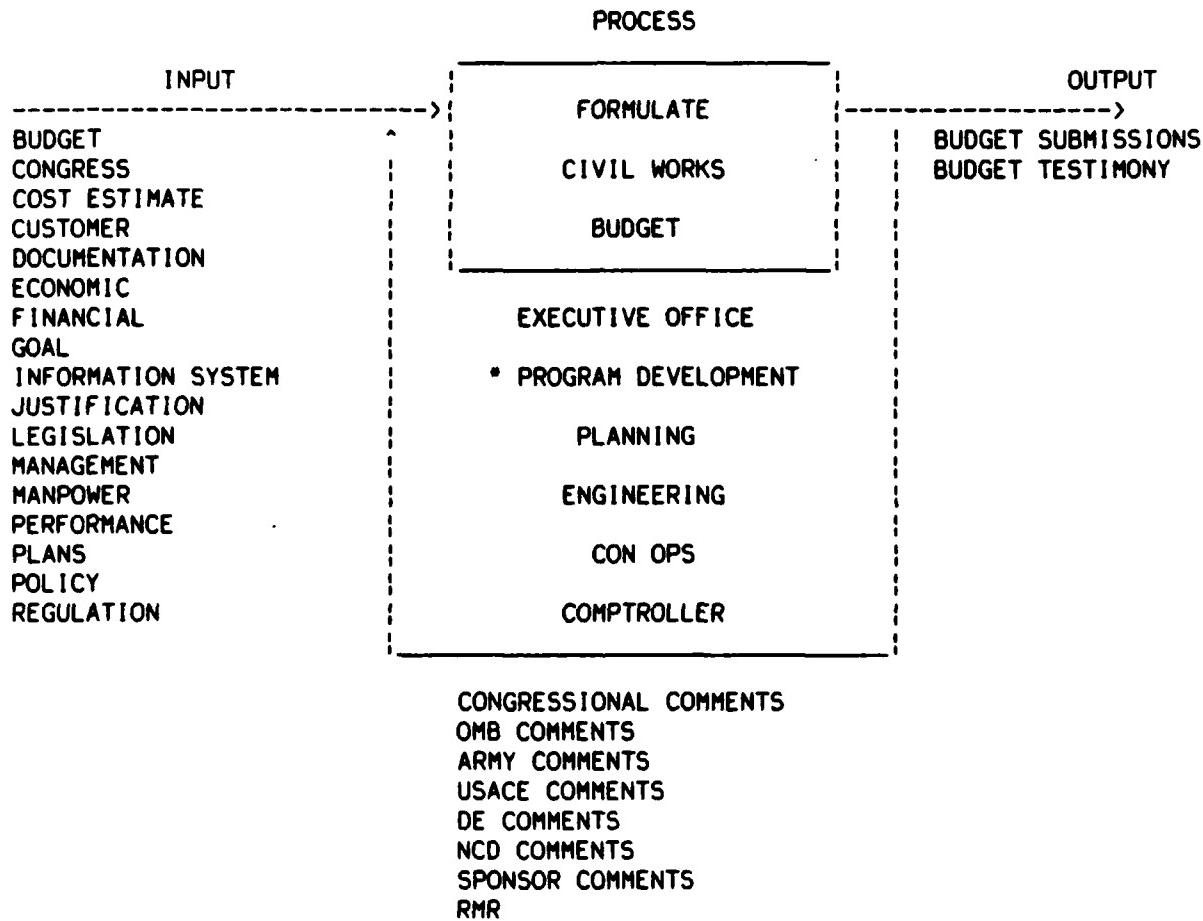
**INFORMATION MANAGEMENT:** Project managers prepare handwritten drafts. These are then edited (at times) and then typed.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.5 FTE's      \$75,000

## 7 FORMULATE CIVIL WORKS BUDGET

Formulate civil works budget by developing and implementing policy guidance and instructions; consolidating and evaluating program requirements and justifications; and preparing program data for budgetary submissions and testimony. This includes general investigations, construction general, operations and maintenance.



NOTE: CONSTRUCTION OPERATIONS DIVISION IS THE LEAD OFFICE  
FOR FORMULATING THE O&M BUDGET

**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 7 - Formulate Civil Works Budget**

**DATA SET: Budget (GI, CG, and O&M Budget)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Funding for Civil Works activities and budget testimony.

**FREQUENCY THAT DATA SET IS USED:** Continuous

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual and semi-automated assembly of information to document budget year program.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 3.0 FTE's      \$141,000

**DATA SET: Manpower (Forcon)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** FTE distribution, A/E contracting rate, and funds utilization.

**FREQUENCY THAT DATA SET IS USED:** Varied

**CURRENT METHOD OF**

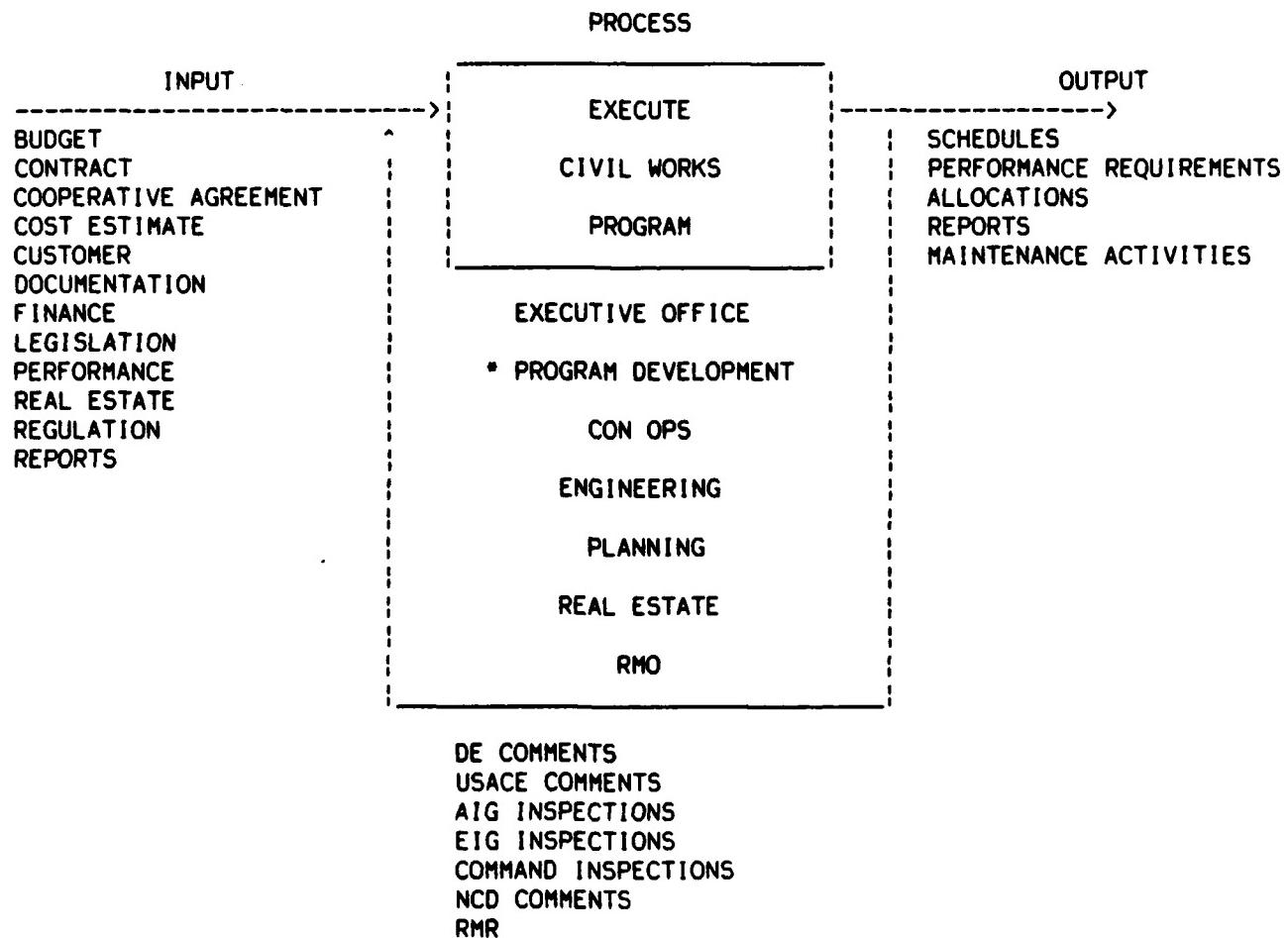
**INFORMATION MANAGEMENT:** Actual FTE's used and A/E contracting rates are monitored primarily through FB reports. Funds utilization is monitored through COEMIS reports and 2101's.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.2 FTE's      \$57,000

## 8 EXECUTE CIVIL WORKS PROGRAM

Execute civil works program by allocating appropriated funds, reviewing obligations and expenditures, evaluating trends and making changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 8 - Execute Civil Works Program**

**DATA SET: Performance (2101)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Study/project progress, apportionment requirements, funding requirements (including transfers), CEPMS data.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual preparation of forms by project managers, punch cards for batch data entry, written justifications for large deviations from schedule.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

**DATA SET: Performance (Obligations and Expenditures)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Monitor obligations and expenditures to insure target goals are met.

**FREQUENCY THAT DATA SET IS USED:** Monthly/Quarterly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual and semiautomated review of milestone information, study/project schedules, and labor usage.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 2.4 FTE's      \$112,800

**DATA SET:** Management (Preparation/Updating of Intensive Management Status)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Monthly - Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to brief DE, Office, Division, and Branch Chiefs on project status. Used by project managers for each project on about a monthly basis.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual preparation of forms by project managers.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,500

**DATA SET:** Budget (Obligations and Expenditures)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Monthly

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Management tool to monitor program funds and identify potential budget problems.

**FREQUENCY THAT DATA SET IS USED:** Biweekly

**CURRENT METHOD OF**

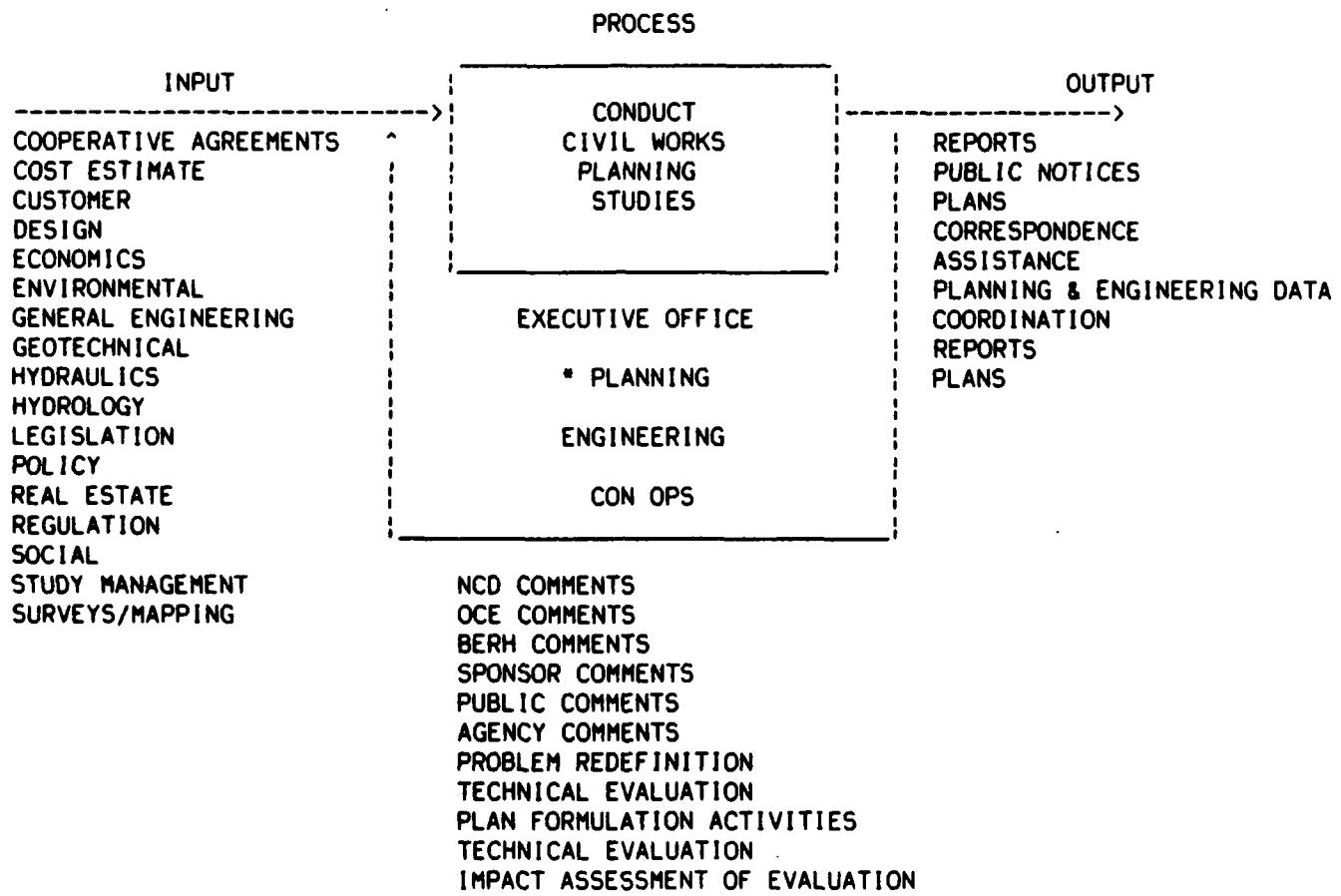
**INFORMATION MANAGEMENT:** Printouts of past month's expenditures are received on a monthly basis.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 2.25 FTE's      \$106,000

## 9 CONDUCT CIVIL WORKS PLANNING STUDIES

Conduct studies and prepare plans for solving water resource problems in compliance with laws, policies, regulations, and technical requirements. Provide technical and planning assistance to State, Federal, public, and private entities.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 9 - Conduct Civil Works Planning Studies**

**DATA SET: Planning (Project Data and Reports)**

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Study management tool to facilitate timely completion of projects and meeting of milestones.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Information concerning individual projects is maintained in official files, informal (often personal) records, and mental recollection.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

**DATA SET: Management (Branch Workload, Scheduled Training and Leave)**

**VINTAGE REQUIREMENT**

**OF DATA SET:** By fiscal year

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information is maintained for use as a management tool for monitoring schedules, milestones, and manpower needs.

**FREQUENCY THAT DATA SET IS USED:** Biweekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process using official forms and informal records.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

**DATA SET:** Documentation (Letters and Reports)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Intraagency and interagency coordination and reconnaissance, general design memorandum, feature design memorandum, small project, Section 22, and floodplain information reports.

**FREQUENCY THAT DATA SET IS USED:** Continual

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Information relating to products produced by water resource planning efforts is maintained in both manual and automated formats. In addition, historic information relating to previous study efforts and alternatives is maintained.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

**DATA SET:** Planning (Summary of Report Information)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Initial appraisal, reconnaissance, feasibility and detailed project reports information.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Information is maintained manually by a project manager and is assimilated into a report using tables, graphs, and charts, when time permits. If time is limited, a written discussion will be used in place of more convenient and explicit illustrations.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.3 FTE's      \$14,100

**DATA SET:** Performance (Project Management - Summary of Accomplishments)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** By fiscal year

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides management direct access to accomplishment of tasks.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

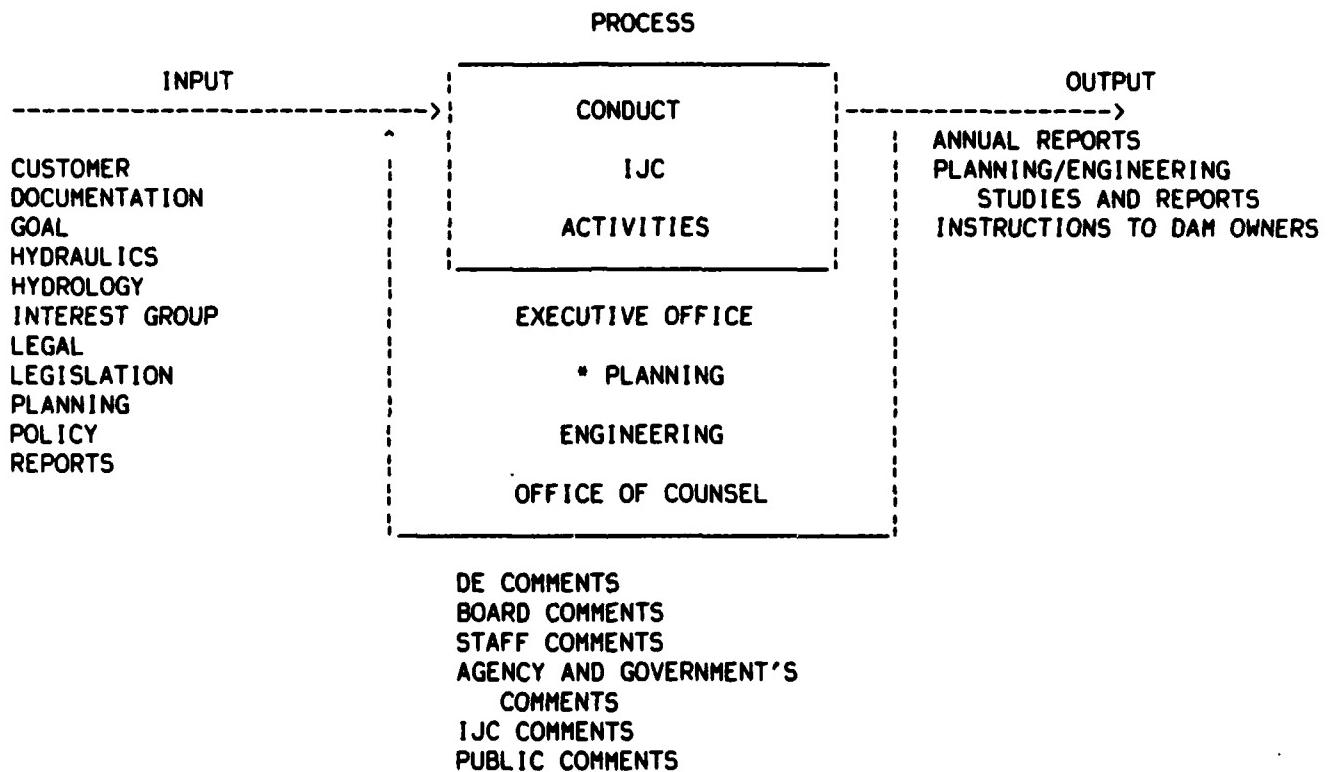
**INFORMATION MANAGEMENT:** Information on planning accomplishments is maintained manually by project managers on a regular basis. Problems and current status are documented and used to develop status reports.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.3 FTE's      \$14,100

## 10 CONDUCT IJC ACTIVITIES

Perform duties of IJC Board member for three control boards (Lake of the Woods, Rainy Lake, and Souris River) and one engineer board (Souris-Red Rivers) and provide planning and engineering support to the board member.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 10 - Conduct IJC Activities**

**DATA SET: Hydrology (Hydrologic Parameters)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Monthly report of levels and flows to IJC and Lake of the Woods property owners association. Monthly computation of natural lake levels on international waters per Board function mandated by IJC. Periodic report preparation for IJC (annual and special).

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual methods. Letters and reports and natural flow computations are performed by hand.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,400

**DATA SET: Documentation (Letters and Summaries of Reports)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** International, interagency, and intraagency coordination on various studies, projects under design, and projects under construction or constructed.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

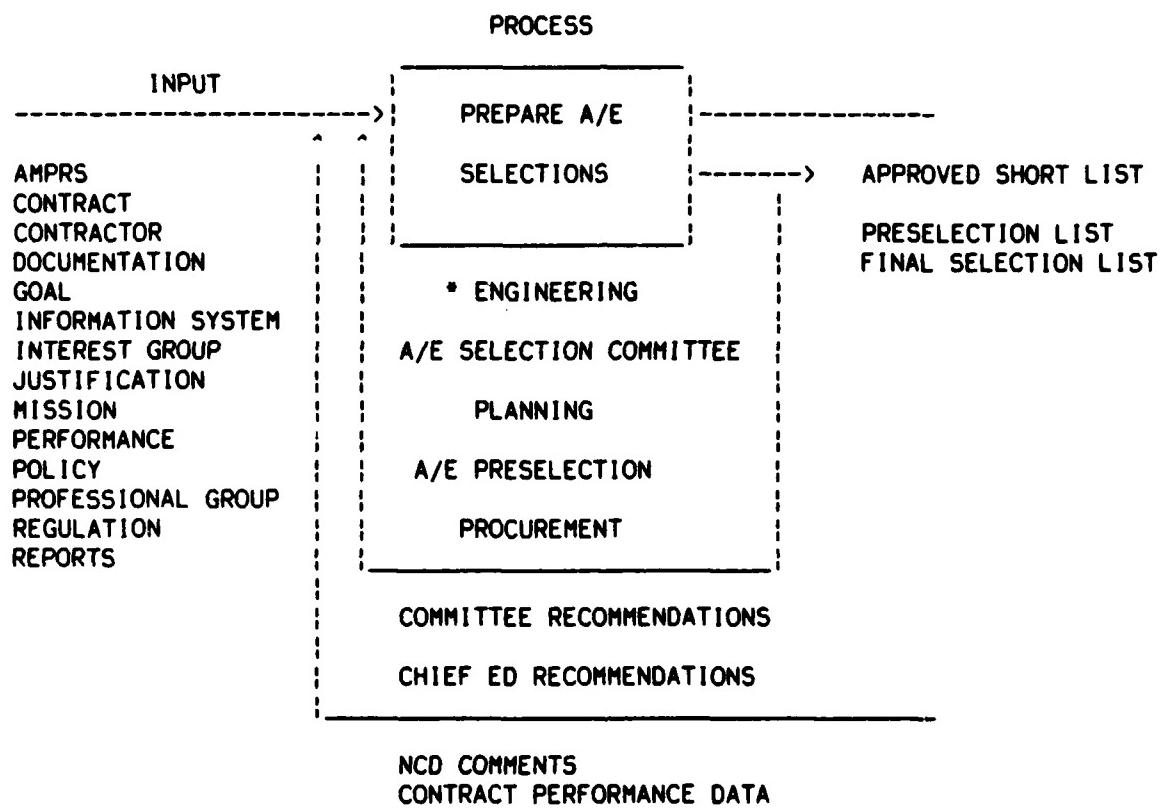
**INFORMATION MANAGEMENT:** Records concerning IJC coordination efforts and activities are maintained manually.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

## II PREPARE A/E SELECTIONS

Make A/E selections/justifications in compliance with regulations, guidelines, and procedures. Approve or recommend approval to NCD.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 11 - Prepare A/E Selections**

**DATA SET: Contract (Information on Status of Contracts)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** List of A/E contracts not yet awarded and where they are in process.

**FREQUENCY THAT DATA SET IS USED:** Monthly or more frequently

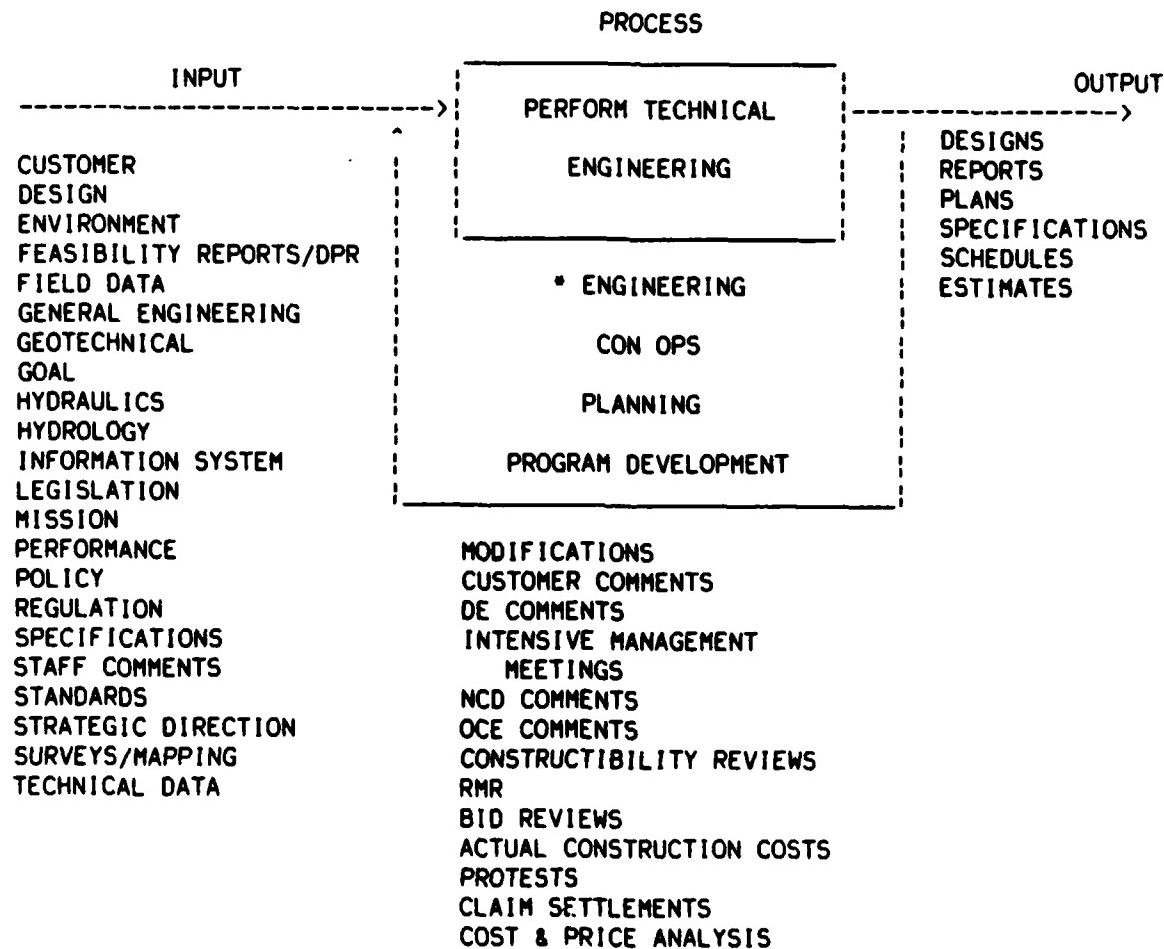
**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Informal list kept by A/E contract coordinator.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.050 FTE's      \$2,500

## 12 PERFORM TECHNICAL ENGINEERING

Prepare design memoranda, plans, estimates, and specifications and other documents for development and management of water resources projects in compliance with laws, regulations, and technical requirements.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 12 - Perform Technical Engineering**

**DATA SET: Hydrology**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Hydrologic design for all project reports. Also responds to requests for water quality data, hydrologic data and hydraulic data.

**FREQUENCY THAT DATA SET IS USED:** Varies

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Hydrologic, water quality, and hydraulic data are maintained in paper files in the Section's files and in Records Holding.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

**DATA SET: Geotechnical**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Geotechnical design for all project reports. Also response to requests for geotechnical data.

**FREQUENCY THAT DATA SET IS USED:** Varies

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Geotechnical data are maintained in paper files in the Section's files and in Records Holding.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

**DATA SET:** Hydraulics

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Hydraulics and interior flood control for nearly all project reports. Also response to requests for hydraulic and interior flood control data.

**FREQUENCY THAT DATA SET IS USED:** Varies

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Hydraulic and interior flood control data are maintained in paper files in the Section's files and in Records Holding.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

**DATA SET:** Geotechnical (Subsurface Exploration)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Geotechnical design for all project reports.

**FREQUENCY THAT DATA SET IS USED:** Varies - daily to yearly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Boring logs are maintained in paper files in the Section's files and in Records Holding.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET:** Surveys and Mapping

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Contract documents and design memorandum.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Survey data from field book is manually transferred to topography sheets, cross sections, and quantity worksheets.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

**DATA SET:** General Engineering

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Map files, drawings, industry codes, and product specifications provide data for the design of various project features.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** The map files, drawings, industry codes, and product specifications are manually maintained in Section files.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.0 FTE's      \$47,000

**DATA SET:** Design Engineering

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Product specifications, Corps guidance and regulations other than ER's and EM's and industry codes provide data for the design of various project features.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** The product specifications, Corps guidance and regulations other than ER's and EM's and industry codes are manually maintained in the Section files.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.75 FTE's      \$37,500

**DATA SET:** Specifications

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current to variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Industry codes, construction and supply specifications, and product specifications provide data for the preparation of estimates for the construction of project features and the procurement of products and/or services.

**FREQUENCY THAT DATA SET IS USED:** Daily to weekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Microfilm service is obtained for industry codes and some product specifications and manually updated as revisions are obtained. Other product specifications and construction and supply specifications are maintained manually in the Section files.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.7 FTE's      \$67,500 (includes cost of  
microfilm service  
for industry standards)

**DATA SET:** Cost Estimates

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Cost estimate methods and procedures provide data for estimating costs for planning and engineering documents and preparing construction cost estimates.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Costs of labor, equipment, materials, supplies, and unit prices are maintained manually.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.20 FTE's      \$10,000

**DATA SET:** Documentation (Engineer Management Records)

**VINTAGE REQUIREMENT**

**OF CURRENT SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Reports (GDM, FDM), schedules (milestones, E&D of O&M), project manager reports, periodic inspection reports, miscellaneous information papers, and operation and maintenance work.

**FREQUENCY THAT DATA SET IS USED:** Continual

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual methods. Review of past reports. Manual preparation of schedules, budget documents, project management reports, etc.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.0 FTE's \$47,000

**DATA SET:** Regulation (Engineering Standards)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Development of engineering standards and guidance within engineering discretion.

**FREQUENCY THAT DATA SET IS USED:** Varies

**CURRENT METHOD OF**

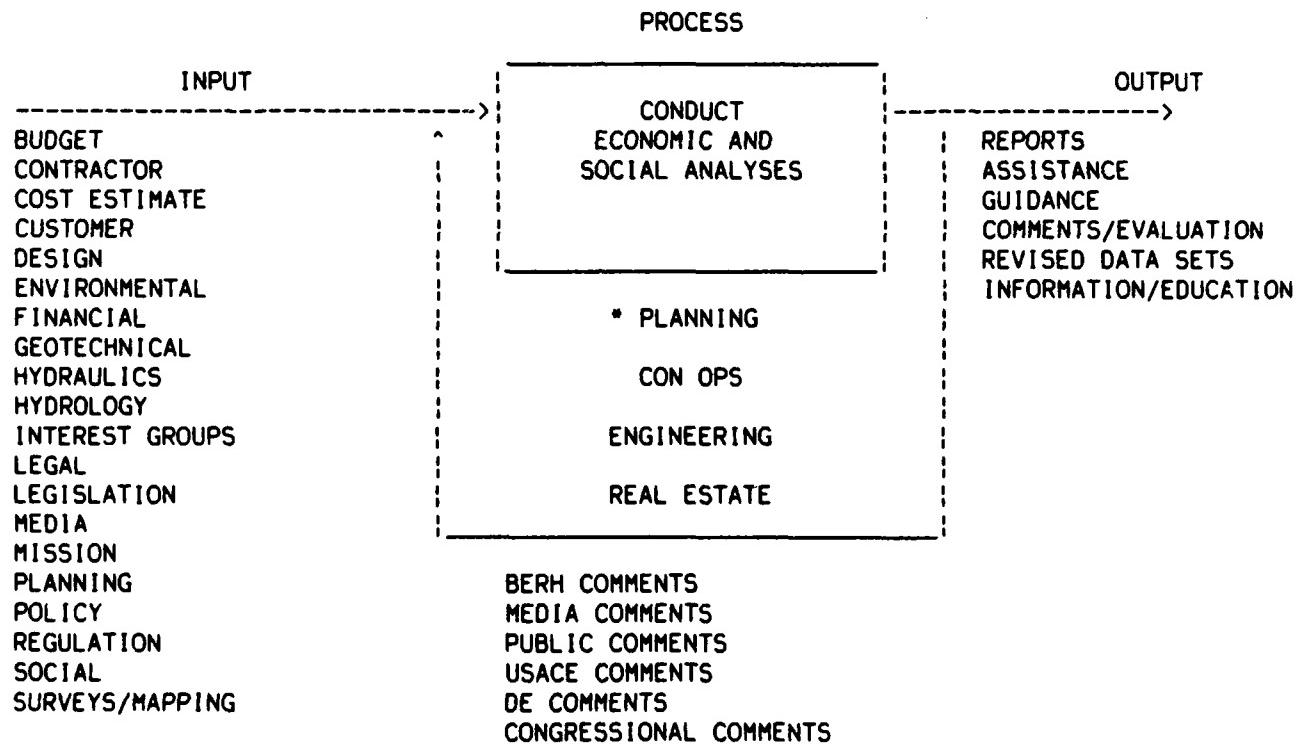
**INFORMATION MANAGEMENT:** Manually in paper files.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

### 13 CONDUCT ECONOMIC AND SOCIAL ANALYSES

Analyze the economic and social impacts of an identified problem/program and assist in formulation and/or assessment of proposed changes. Design and implement varied studies relating to economic, social, and commercial navigation activities.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 13 - Conduct Economic and Social Analyses

**DATA SET:** Economic (Records of Current and Future Industrial Capabilities)

**VINTAGE REQUIREMENT  
OF DATA SET:** Varied

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** In the event of an industrial mobilization, coordinating decisions will be based on this data. The data will be used to analyze present and future capabilities of the industrial base and to create mobilization scenarios.

**FREQUENCY THAT DATA SET IS USED:** Updated annually

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process involves the time consuming search of paper files and, in the event of an industrial mobilization, time may be at a premium. Presently, most information is consolidated by hand and then incorporated into a report.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.04 FTE's      \$12,000 - collection

**DATA SET:** Social (Summary of Responsibilities and Powers of Various Water Management Districts)

**VINTAGE REQUIREMENT  
OF DATA SET:** Varies

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Identifies local sponsors and current status in relation to other "governments".

**FREQUENCY THAT DATA SET IS USED:** Throughout project life

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Paper files.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$10,000

**DATA SET:** Customer (Commercial Traffic (PMS))

**VINTAGE REQUIREMENT  
OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Identification of performance characteristics of individual locks.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Information is not now gathered in a way that it could be used for the intended purpose (lock performance analysis).

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,350

**DATA SET:** Hydraulics (Hydraulic Water Surface Profiles, Frequency Relationship Inventories)

**VINTAGE REQUIREMENT  
OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Benefit-cost ratio calculation

**FREQUENCY THAT DATA SET IS USED:** Variable - several times, several purposes

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Harris 500, stored on paper in files.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$20,000

**DATA SET:** Policy (Policy Statements, Executive Orders)

**VINTAGE REQUIREMENT  
OF DATA SET:** Variable but growing

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Compliance with regulations and Executive Orders. Results in fewer review changes by higher authorities and less challenge by outside groups (i.e., impact statements).

**FREQUENCY THAT DATA SET IS USED:** 2-3/week

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** "Updated" paper reference books. Some regulations may frequently be missing or older versions.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$10,000

**DATA SET:** Economic (Population, Economic Trends)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Impacts on economic analysis of proposed project and ultimate determination of project economic feasibility.

**FREQUENCY THAT DATA SET IS USED:** Continual

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Base data is gathered from various sources (census, agricultural data) and a linear regression analysis is used to project expected futures.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,500

**DATA SET:** Financial (ENR Building and Construction Indexes, Agricultural Prices Paid and Received by Farmers)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Determines feasibility of water resource projects on which decisions to construct are based.

**FREQUENCY THAT DATA SET IS USED:** 1/week

**CURRENT METHOD OF**

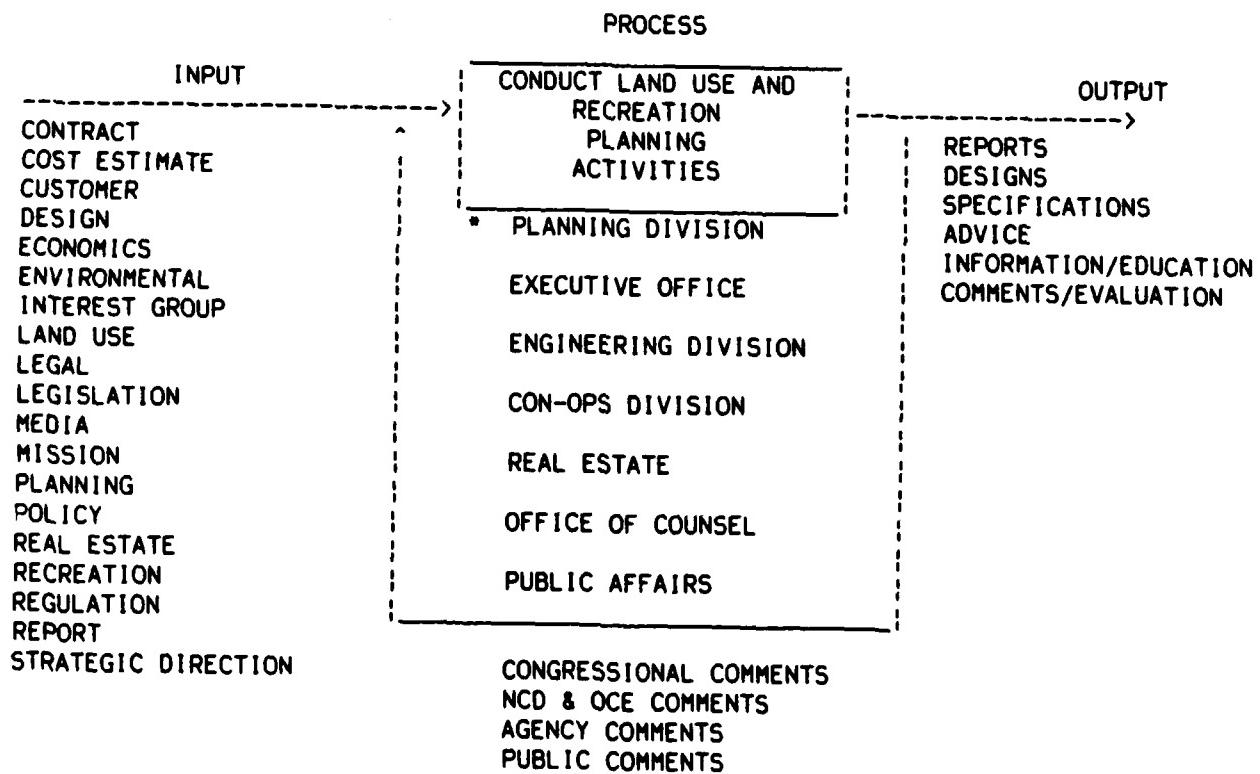
**INFORMATION MANAGEMENT:** Handwritten records of indexes from which information must be taken and mathematically manipulated before use.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$10,000

#### 14 CONDUCT LAND USE AND RECREATION PLANNING ACTIVITIES

Conduct land use, recreation and aesthetic inventories. Assess, evaluate, and plan for diverse public use activities at various water resource projects.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 14 - Conduct Land Use and Recreation Planning Activities

**DATA SET:** Planning (Records of Coordination Activities)

**VINTAGE REQUIREMENT  
OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides direct input to planning documents and associated reports.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process involves the time consuming search of paper files. Information is consolidated by hand and then incorporated into report.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.3 FTE's      \$14,100

**DATA SET:** Planning (Design Criteria)

**VINTAGE REQUIREMENT  
OF DATA SET:** Semi-Annual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provides input to documents and special reports.

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,350

**DATA SET:** Economic (Population Data Files)

**VINTAGE REQUIREMENT  
OF DATA SET:** Yearly

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provides needed information in assessing recreation demand.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Customer (Recreation Demand Data)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information supports decisions to recommend public investment in facilities and provides input to planning documents.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

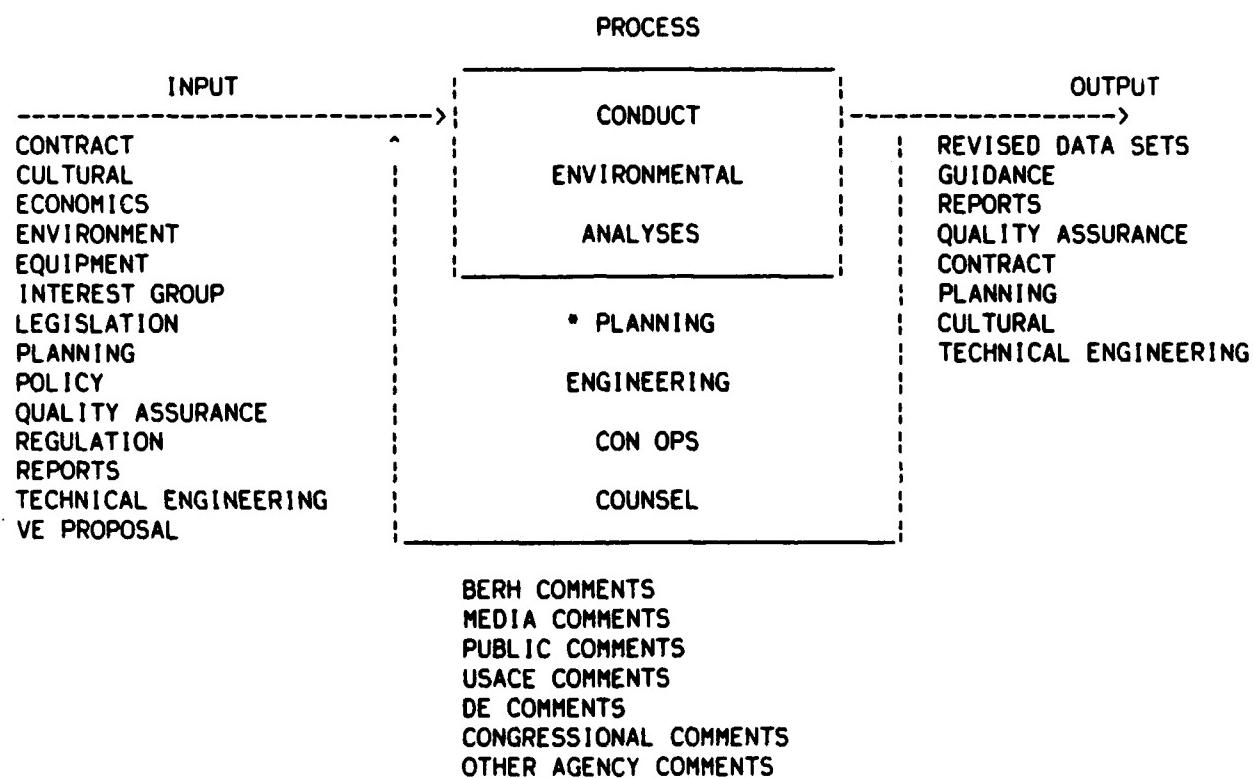
**INFORMATION MANAGEMENT:** Manual review of published literature - manual/semi-automated analysis.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's \$11,800

## 15 CONDUCT ENVIRONMENTAL ANALYSES

Conduct environmental analyses to insure procedural compliance and adequate consideration of project impacts, enhancement opportunities and mitigation.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 15 - Conduct Environmental Analyses

**DATA SET:** Hydrology (Sediment and Water Quality Data - 9-Foot Channel,  
Upper Mississippi River)

**VINTAGE REQUIREMENT**

**OF DATA SET:** 1974 to present - updated annually

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** 404(b)(1), assessment and/or EIS preparation for O&M activities on the Upper Mississippi, St. Croix, and Minnesota Rivers.

**FREQUENCY THAT DATA SET IS USED:** 10-15 times annually

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manually tabulated on an annual basis and reports prepared. Data analysis is done manually or by contract. There is no synthesized record over the entire collection effort.

**CURRENT YEARLY COST OF**

<b>INFORMATION MANAGEMENT:</b>	0.5 FTE's	\$23,500
	Contract	\$70,000

**DATA SET:** Environment (Environmental Literature)

**VINTAGE REQUIREMENT**

**OF DATA SET:** 10 years to present

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Defining baseline and impact conditions.

**FREQUENCY THAT DATA SET IS USED:** Every project

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manually review in-house literature and access a variety of literature data bases.

**CURRENT YEARLY COST OF**

<b>INFORMATION MANAGEMENT:</b>	0.5 FTE's	\$23,500
	Contract	\$ 6,000

**DATA SET:** Planning (Planning Guidance)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current - updated annually

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Planning process, milestone schedules.

**FREQUENCY THAT DATA SET IS USED:** Every project

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual and supervisory assistance.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Environment (Environmental Data)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current (depends on dynamics of specific data set)

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Definition of baseline conditions and impact assessment.

**FREQUENCY THAT DATA SET IS USED:** Every project

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual. Site visits, field surveys (application of models), on-site modification of models, cover-type mapping (contract), and personal judgment.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.5 FTE's \$ 70,500

**DATA SET:** Cultural (National Register of Historic Places File)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Most recent update

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Compliance with applicable Federal laws and regulations.

**FREQUENCY THAT DATA SET IS USED:** 1-4 times/project

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Cumbersome manual manipulation of multiple files xeroxed from Federal Register. Yearly purging of the file is required to keep it current and somewhat easy to use.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.025 FTE's      \$1,175

**DATA SET:** Cultural (Cultural Resources Data)

**VINTAGE REQUIREMENT OF**

**DATA SET:** Current - updated for each project

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Definitions of baseline conditions, impact assessment, and compliance with Federal laws and regulations.

**FREQUENCY THAT DATA SET IS USED:** Every project

**CURRENT METHOD OF**

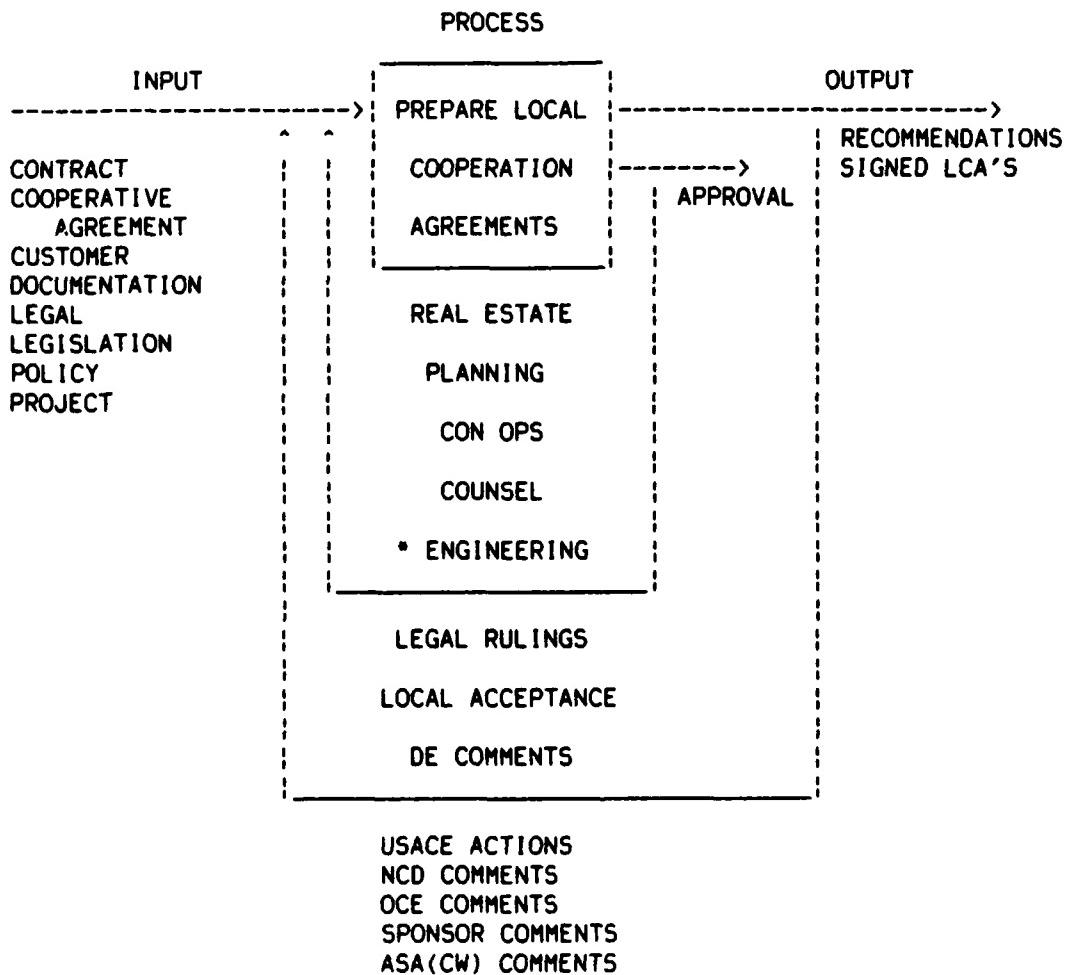
**INFORMATION MANAGEMENT:** Site visits, surveys, contracts, contacts with State or local authorities.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 2.0 FTE's      \$ 94,000

## 16 PREPARE LOCAL COOPERATION AGREEMENTS

Prepare and coordinate local cooperation agreements for compliance with public law, contract law, project authorizations, USACE policy and procedures. Approve or recommend approval to USACE.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 16 - Prepare Local Cooperation Agreements

**DATA SET:** Cooperative Agreement (Preparation of Draft Agreements)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to get Division authority to have local sponsor and DE execute final agreement.

**FREQUENCY THAT DATA SET IS USED:** Varies

**CURRENT METHOD OF**

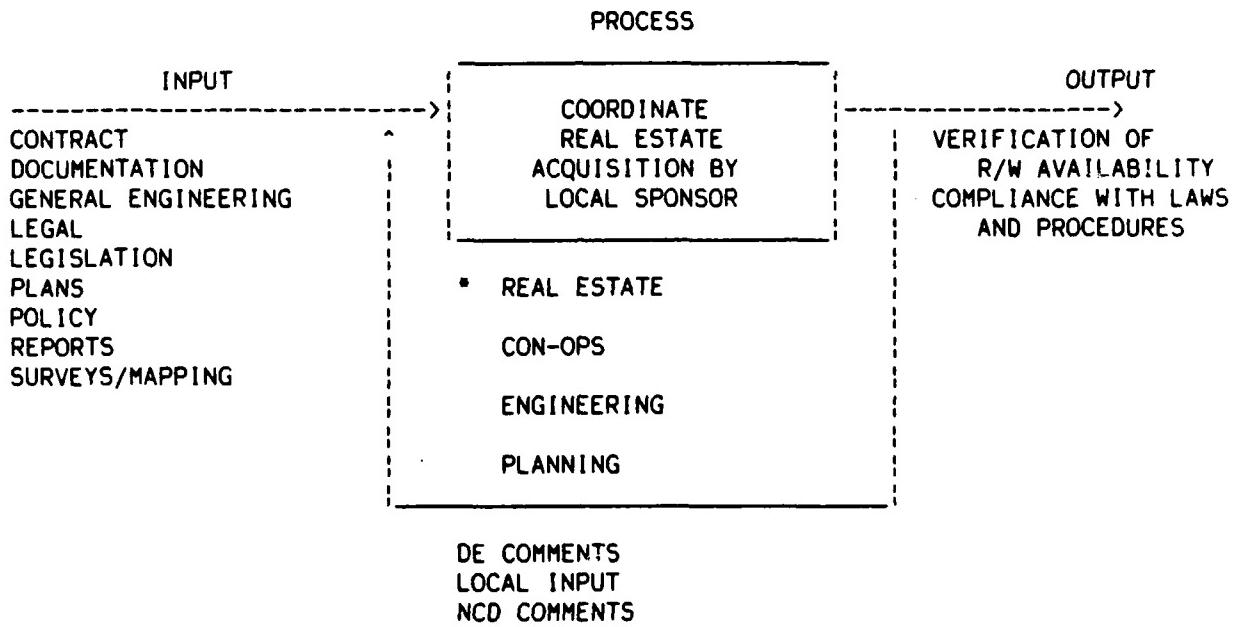
**INFORMATION MANAGEMENT:** Manual typing of agreement using other signed agreements as samples. Often final agreement must be retyped completely to accommodate revisions requested by NCD.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.03 FTE's      \$2,310

## 17 COORDINATE REAL ESTATE ACQUISITION BY LOCAL SPONSOR

Review and coordinate real estate acquisition programs conducted by local sponsors for compliance with public laws, contract law, project authorizations, USACE policy and procedure. Verify availability of required right-of-way and compliance with laws.

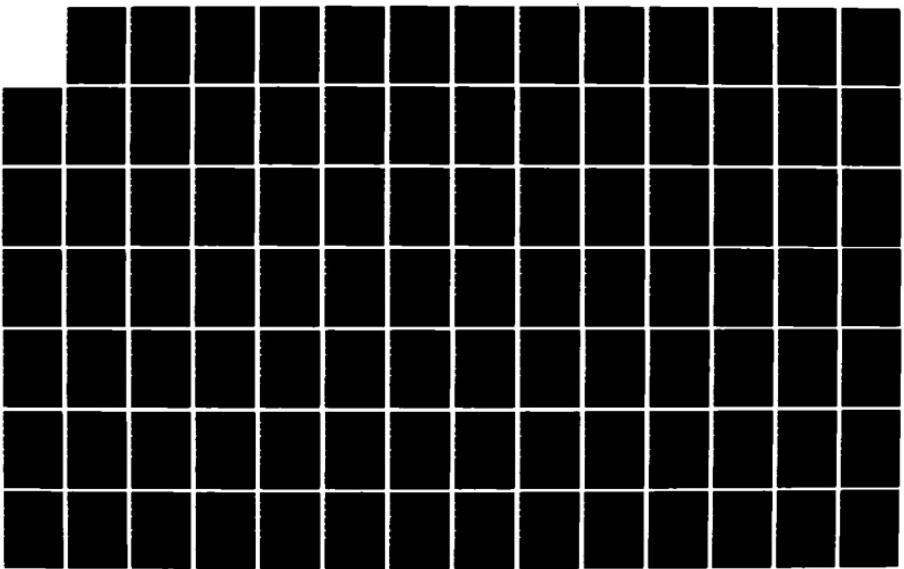


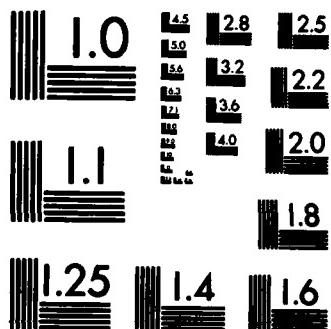
AD-A157 911 INFORMATION SYSTEMS PLAN(U) CORPS OF ENGINEERS ST PAUL 2/3  
MN ST PAUL DISTRICT APR 85

UNCLASSIFIED

F/G 9/2

NL





MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 17 - Coordinate Real Estate Acquisition by Local Sponsor**

**DATA SET: Real Estate**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to provide real estate for construction projects.

**FREQUENCY THAT DATA SET IS USED:** Varies

**CURRENT METHOD OF**

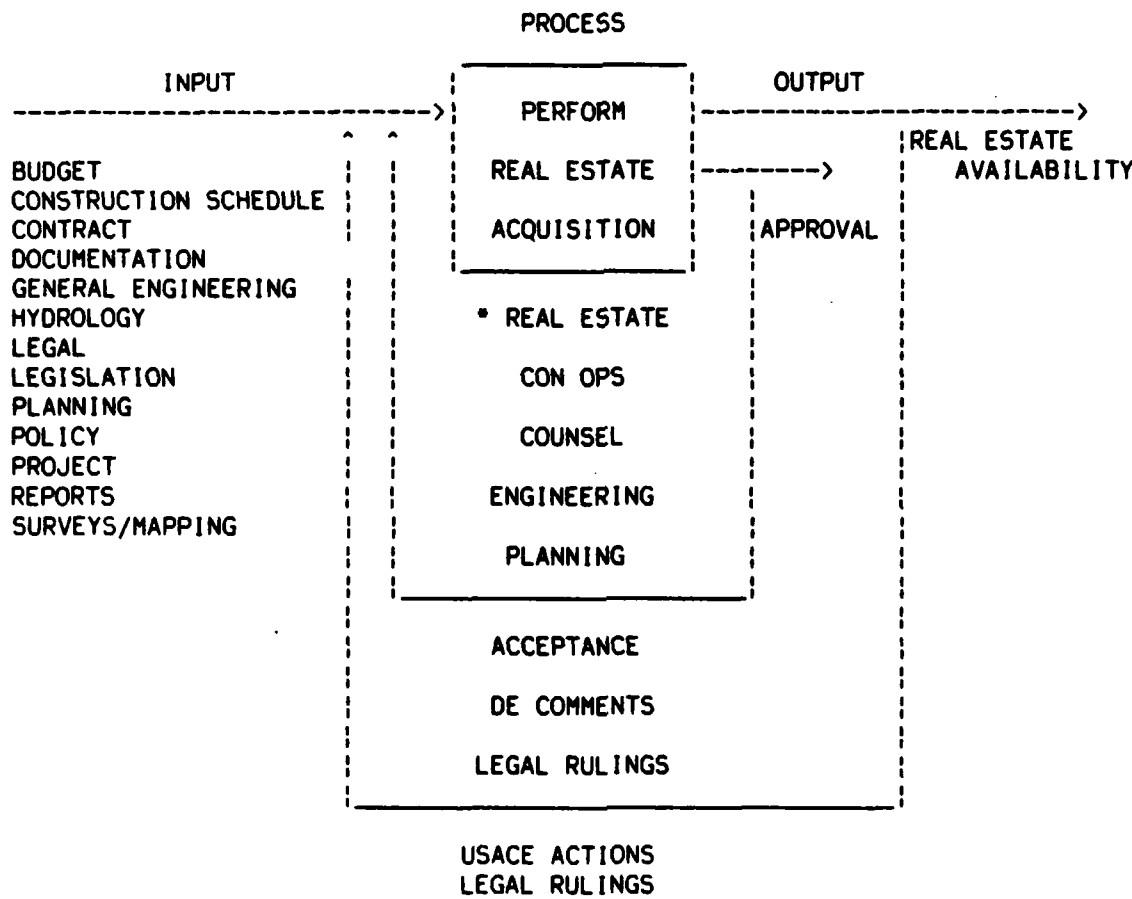
**INFORMATION MANAGEMENT:** Manual typing of Attorney's Certificates, Right-of Entries and Estates to be acquired using previous project records for samples.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$5,900

## 18 PERFORM REAL ESTATE ACQUISITION

Schedule and perform real estate acquisition activities in accordance with public law, contract law, project authorizations, USACE policy and procedures.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 18 - Perform Real Estate Acquisition**

**DATA SET: Real Estate (Acquisition Schedule and Budget Administration)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Obligations and expenditure status, determining funding and FTE needs.**

**FREQUENCY THAT DATA SET IS USED: Monthly**

**CURRENT METHOD OF**

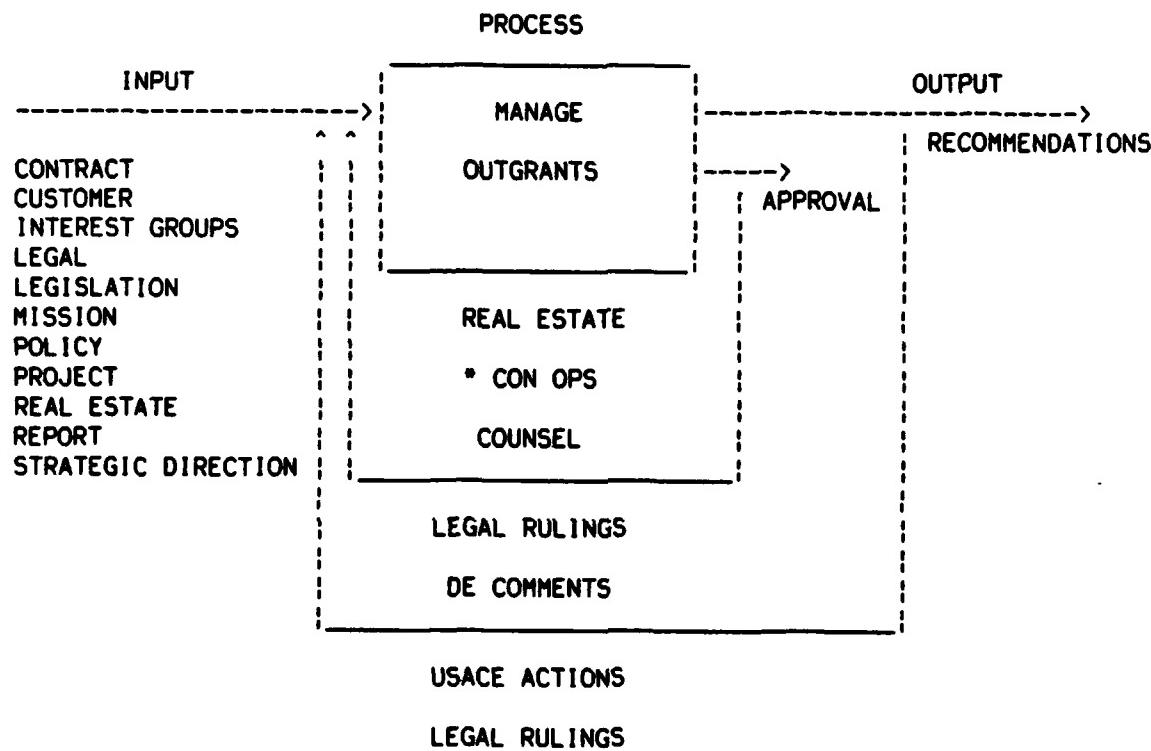
**INFORMATION MANAGEMENT:** Data is recorded by hand and month-end and year-to-date totals are generated manually. Schedule changes, loss of funds, etc. require recomputation of all projections to determine end of FY results.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.30 FTE's \$18,300**

## 19 MANAGE OUTGRANTS

Manage contracts to assure compliance with property rights, contract requirements and project purposes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 19 - Manage Outgrants**

**DATA SET: Real Estate**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Inspection schedules, funding needs, corrective action procedures, verification of rent collection, compliance with terms of outgrant instrument, reports for field personnel, renewal notices to outgrantee.

**FREQUENCY THAT DATA SET IS USED: Daily**

**CURRENT METHOD OF**

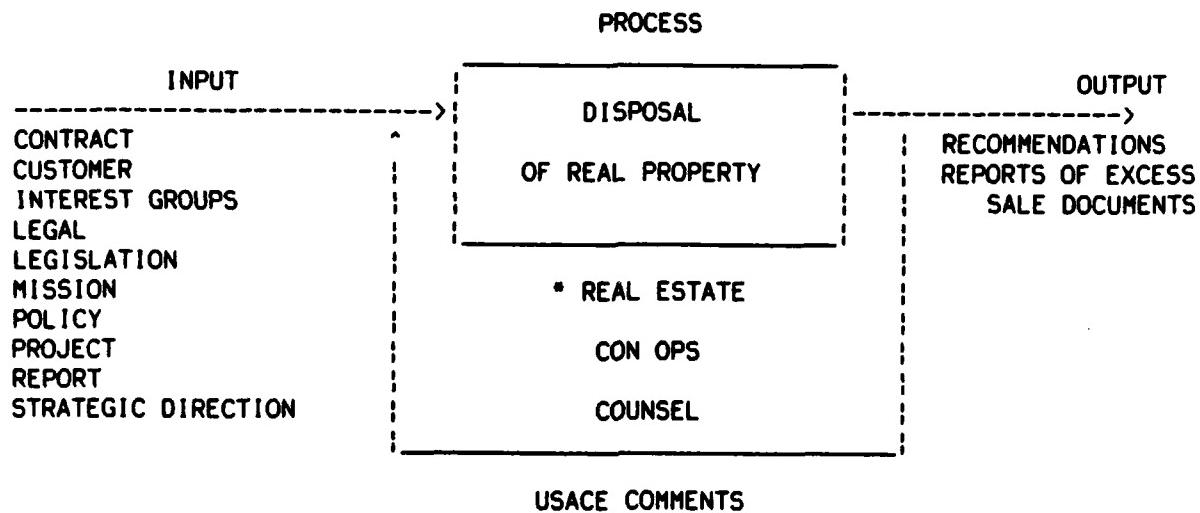
**INFORMATION MANAGEMENT:** Hand posting registers, file searching, hand assembling data for required reports.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.90 FTE's      \$44,500**

## 20 DISPOSAL OF REAL PROPERTY

Perform real property disposal actions.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 20 - Disposal of Real Property**

**DATA SET: Real Estate (Real Property Inventory)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Utilization inspection reports, recommendations of disposal, status of disposal actions.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

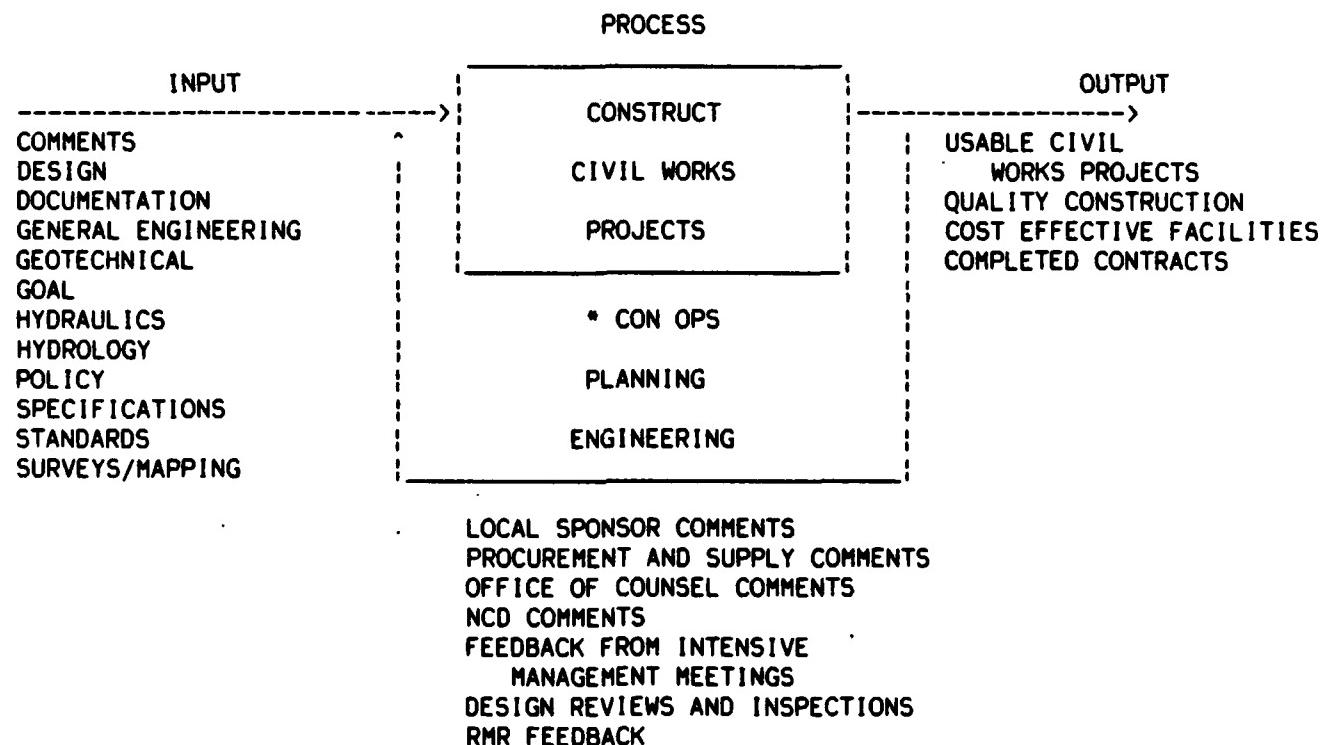
**INFORMATION MANAGEMENT:** Extracting information from files and maps.  
Preparing required reports.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.18 FTE's      \$8,350

## 21 CONSTRUCT CIVIL WORKS PROJECTS

Perform construction contracts based on approved plans and specifications in accordance with Corps of Engineers and Federal Procurement policies.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 21 - Construct Civil Works Projects**

**DATACTION (Constructibility/Biddability Review)**

**IMENT**

Current

**RODUCTS**

**ORTS:** Comments after review of plans and specifications  
project manager.

**DATA SET IS USED:** Varied

**OF**

**ANAGEMENT:** Comments are developed and forwarded to project

**COST OF**

**ANAGEMENT:** 1 FTE's \$63,800

**DATACTION (Budget Administration)**

**IMENT**

Current

**RODUCTS**

**ORTS:** PB 2A's, 2101 Schedules, and Spread Sheets

**DATA SET IS USED:** Yearly with monthly updates

**OF**

**MANAGEMENT:** A software package is being developed to input  
ta from the field sites for input as part of the data for  
and spread sheets.

**COST OF**

**ANAGEMENT:** 0.50 FTE's \$31,800

**DATA SET:** Construction (Contract Administration)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Construction Progress Reports, Fund Status Reports, Modification Status Reports, and NTP Report.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Software package is being developed to input by field sites and compile for reports.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1 FTE's      \$63,700

**DATA SET:** Equipment (Property Inventory)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Property items

**FREQUENCY THAT DATA SET IS USED:** Semi-annual

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Twice yearly inventory of property items is taken and reported to the property officer. List is computer generated and inventory is manually taken.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$3,200

**DATA SET:** Construction (Financial Data Management)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Pay estimates, obligations, expenditures, both actual and scheduled, and bulk funding documents.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** A software package is being developed to input and compile data by field offices and transmit to District Office for forwarding.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 3 FTE's      \$191,000

**DATA SET:** Construction (Personnel Management)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Personnel actions, FTE scheduling, accounting, training, performance appraisals.

**FREQUENCY THAT DATA SET IS USED:** Varied

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Data and information are assembled and recorded manually for reports and tracking by suspense date.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$6,370

**DATA SET:** Performance (Performance Management)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** CEPM's Report

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** A software program has been developed to input data, assemble and make necessary computations, and print the report. The report will be transmitted to higher authority by computer.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.50 FTE's      \$31,800

**DATA SET:** Construction (Exposure Statistics)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Accident exposure hours.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Data is currently kept manually and s forwarded to Safety Offic.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.30 FTE's \$19,100

**DATA SET:** Construction (Security Management)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Incident reports

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Data is kept manually and submitted on the necessary forms.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.01 FTE's \$600

**DATA SET:** Documentation (Claims Report)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Claims report

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Data is kept manually and submitted monthly on the modification status report. Claims data is extracted from this report and submitted quarterly.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.03 FTE's \$1,800

**DATA SET:** Documentation (Summary of Records Holding)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Report effective linear feet of files on hand and disposal of records.

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

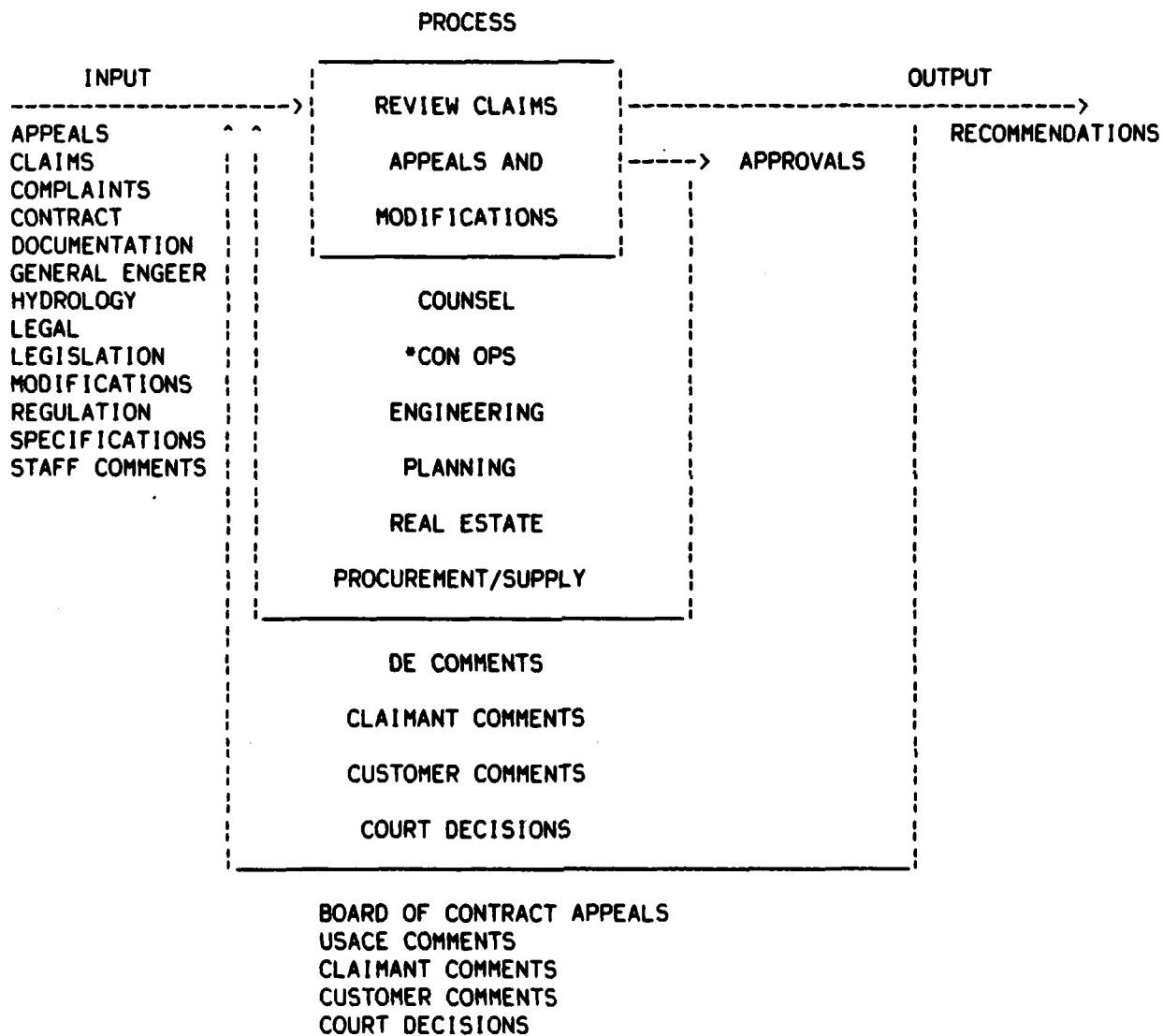
**INFORMATION MANAGEMENT:** Measure lengths of files, compute effective linear feet and forward on a quarterly basis.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.01 FTE's \$600

## 22 REVIEW CLAIMS, APPEALS AND MODIFICATIONS

Review construction activities to assure compliance with construction policies; plans and specifications; construction schedules; obligation and expenditure schedules; quality assurance; management procedures; and construction administration procedures.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 22 - Review Claims, Appeals and Modifications**

**DATA SET: Contract (Contract Documents)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Validity of claims and appeals.**

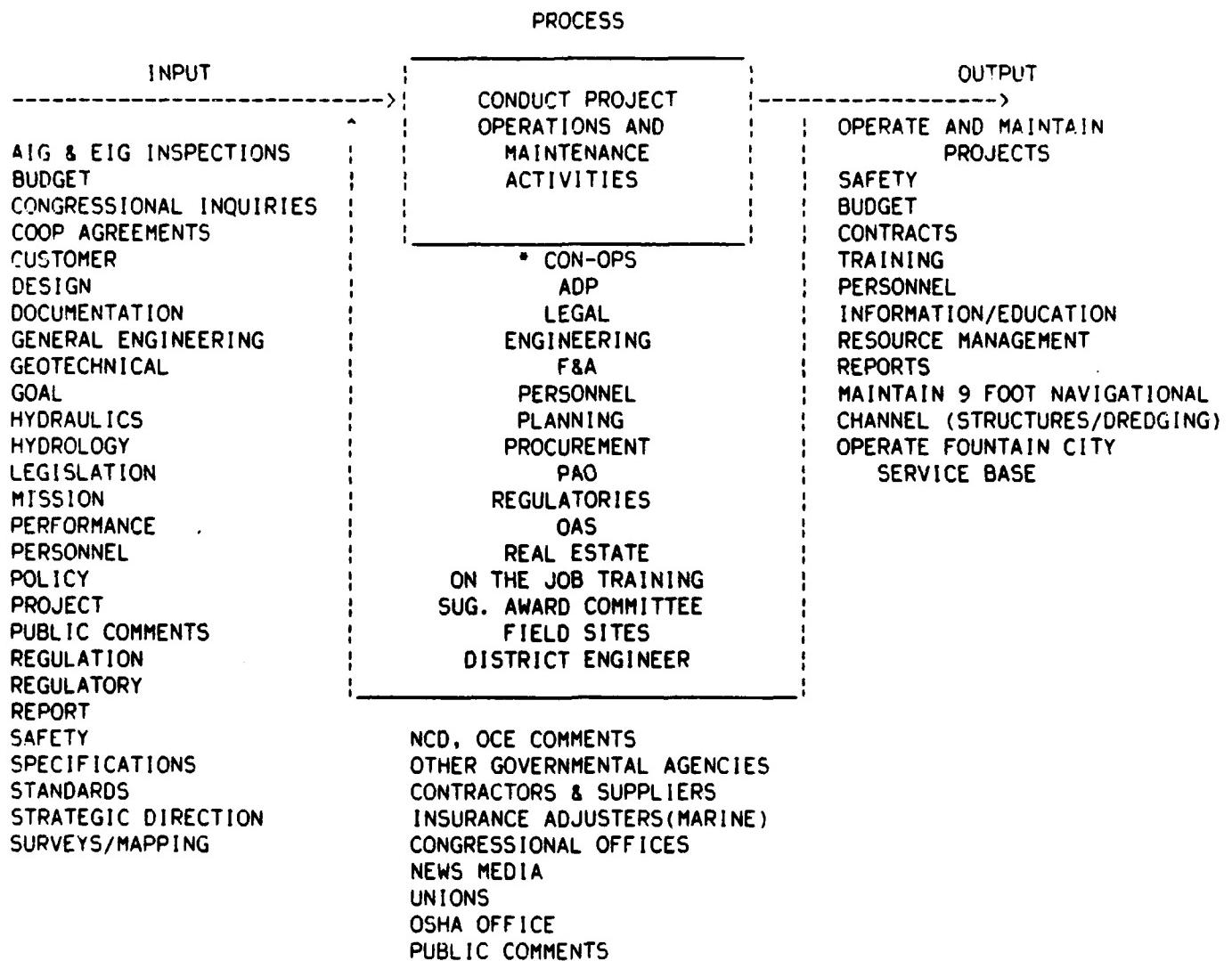
**FREQUENCY THAT DATA SET IS USED: Variable**

**CURRENT METHOD OF  
INFORMATION MANAGEMENT: Manual review of contract documents to insure  
validity of claims and appeals.**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.1 FTE's      \$4,700**

## 23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE ACTIVITIES

Conduct project operations and maintenance activities to assure compliance with laws, regulations, procedures, project authorizations, plans and specifications, work schedules, obligation and expenditure schedules and quality assurance management procedures.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 23 - Conduct Project Operations and Maintenance Activities**

**DATA SET: Operations and Maintenance (Personnel Management)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Weekly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Staffing our offices within the manpower allocations. Managing use of personnel for performing functions of the division.

**FREQUENCY THAT DATA SET IS USED:** Varied

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Actual number of FTE's used is provided from Personnel Reports. Schedules and tracking of FTE's, personnel actions, job assignments, training requirements, and performance appraisals are done manually.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 2.7 FTE's      \$135,800

**DATA SET: Navigation (Hydrographic Surveys - Primary)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Daily**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provide survey data for Project Operations and Maintenance Projects to determine structural and channel conditions and maintenance requirements.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Cross sections are determined in the survey area and traversed using a survey launch either equipped with electronic equipment or acquiring data by hand. Recorded data is mailed to the District Office for plotting manually or by computer. Plotted data is overlayed on base maps for reproduction. Reproduced maps are used to determine dredge requirements. If needed, dredge cuts are laid out and quantity computations are made manually. To accomplish all required

survey work as described below using present equipment and methods would require an additional 2.25 FTE's and \$47,394.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 1.98 FTE's      \$66,394

**DATA SET:** Navigation (Hydrographic Surveys - Secondary)

**VINTAGE REQUIREMENT  
OF DATA SET:** Daily

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provide survey data for Project Operations and Maintenance Projects to determine structural and channel conditions and maintenance requirements.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Conventional survey equipment and techniques are used to provide data on structural alignment, settlement and deflections, topographic data for environmental and hydraulic studies, monitor dredge material placement and hydrographic surveys in area not accessible during primary survey or when work schedules will not permit. All data acquired is manually recorded and plotted.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.95 FTE's      \$31,900

**DATA SET:** Navigation (Daily Report of Dredging)

**VINTAGE REQUIREMENT  
OF DATA SET:** Weekly

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provide up-to-date compilation of past and present dredging data. Analysis of dredge production rates for cost comparisons and preparation of contract specifications and bids.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manually reviewed and computed for each dredging project. Information must then be compiled for each dredging season and compared with historic data.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.4 FTE's      \$20,000

**DATA SET:** Navigation (Performance Monitoring Systems)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Data is used by both Government and non-Government agencies in planning activities that affect the transportation of goods on the inland waterway system, the ecological balance of the water, and future needs to support the waterway system.

**FREQUENCY THAT DATA SET IS USED:** Daily during navigation season

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Information is put into the microcomputers located at each of the locks/dams on a daily basis. The data is transferred to the District Office twice or three times a month via telephone, where it is compiled, run against an edit on the Harris, errors corrected, and then sent via the Harris to CDC for another edit, final errors corrected, data is manipulated and printouts provided.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 4.44 FTE's      \$130,216

**DATA SET:** Natural Resource (Natural Resource Management System)

**VINTAGE REQUIREMENT  
OF DATA SET:** Annual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** This data is used by all District, Division, and OCE elements to make other reports, to determine funding policy guidelines, efficiency of management, etc. To give information to other State, Federal, and local agencies.

**FREQUENCY THAT DATA SET IS USED:** Varied

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Park manager enters data onto ENG Forms and authenticates figures and sends on to D.O. D.O. reviews, edits, and re-adds numbers and gives to ADP for keypunch. Keypunch cards are reviewed individually for accuracy and re-punched if needed. Error free cards are given to ADP for running. A data printout is generated with an error report. Errors are corrected, cards punched, then resubmitted. This is

done until all errors are corrected or footnoted on a separate form. When the submittal is error free, it is sent to EASA in OCE through the Harris. Two separate submittals are done between 1 December and 30 January each year.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.24 FTE's      \$10,380

**DATA SET:** Budget (Project Operations and Maintenance Budget)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Formulation, execution, and management of O&M budgets.

**FREQUENCY THAT DATA SET IS USED:** Varied

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Actual performance data provided on a monthly basis from computer reports, approximately 10-15 days after end of month. Preparation, scheduling, revisions, and tracking are accomplished manually.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 7.53 FTE's      \$458,400

**DATA SET:** Natural Resource (Visitation)

**VINTAGE REQUIREMENT  
OF DATA SET:** Monthly

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Reports for Safety and NCD, cost efficiency studies, carrying capacity studies, budgeting, master planning, preparation of OMP's, public affairs program, etc.

**FREQUENCY THAT DATA SET IS USED:** Varied

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Once traffic meters are read, a number of calculations need to be made to arrive at a visitation figure. All calculations are made manually and reported through the area offices to the District Office on NCS Form 728. Figures for each project are then

manually compiled for NCS and safety reports. Once User Surveys are completed, this method will become more complicated and time-consuming because of the increase in load factors.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.04 FTE's \$876**

**DATA SET: Natural Resource (Management)**

**VINTAGE REQUIREMENT  
OF DATA SET: Varied**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Annually a District Pesticide Useage plan is developed and submitted to NCD for approval. Annually a Recreation Use fee schedule is submitted to NCD for approval. Periodically reports are provided to NCD and OCE on various aspects of the Visitor Assistance program. Various other non-routine reports are submitted to higher authority for information and approval.

**FREQUENCY THAT DATA SET IS USED:** Pesticide Report - annually  
Fee Schedule - annually  
Visitor Assistance - varied  
Miscellaneous Reports - varied

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Annual pesticide needs are developed by each field site, including L & D, Maintenance Branch, and Natural Resource Management Section personnel and submitted to the District Pesticide Coordinator in the Natural Resource Management Section for evaluation and combined submittal to NCD for approval. Additionally, a year-end report is submitted to NCD documenting pesticides used the previous season together with the results achieved. Fee schedules are initially prepared by the field Area Park Managers who canvass other Federal, State, county, municipal, and private campgrounds to establish typical fees charged in the geographic area and recommend comparable fees for Corps areas. This data is reviewed and consolidated for the District by the Natural Resource Management Section and submitted to NCD for approval. Following approval, the fee schedule is transmitted to the field managers for impletion. Actions regarding the visitor assistance program are monitored routinely. Tracking of written warnings and citations is accomplished by field personnel with reports and documentation sent to the District and the U.S. Attorney's office. Data on violations and violators is kept current and reported to various offices such as NCD and OCE upon request.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.1 FTE's \$3,500**

**DATA SET:** Operations and Maintenance (Safety)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Varied

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Reports for Safety, project safety plans, OSHA inspections and reports, etc.

**FREQUENCY THAT DATA SET IS USED:** Continuously

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Currently, each field installation has a Project Safety Office responsible for continuous monitoring of project safety conditions. Each major job function or activity requires a job safety analysis. Additionally, weekly meetings are held to discuss upcoming work activities and the specific job safety analyses. The job safety analyses are reviewed to insure completeness, accuracy, and consideration of all changed conditions. Further, designated project personnel complete quarterly and annual OSHA inspections as required by EM 385-1-1 to insure identification and repair of unsafe facilities and equipment.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 2.0 FTE's      \$80,000

**DATA SET:** Operations and Maintenance (Inspection of Completed Projects)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Varied

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Reports for Emergency Management, Planning Division, and an annual report of deficient projects for OCE.

**FREQUENCY THAT DATA SET IS USED:** Annual report to OCE with other reports varied.

**CURRENT METHOD OF**

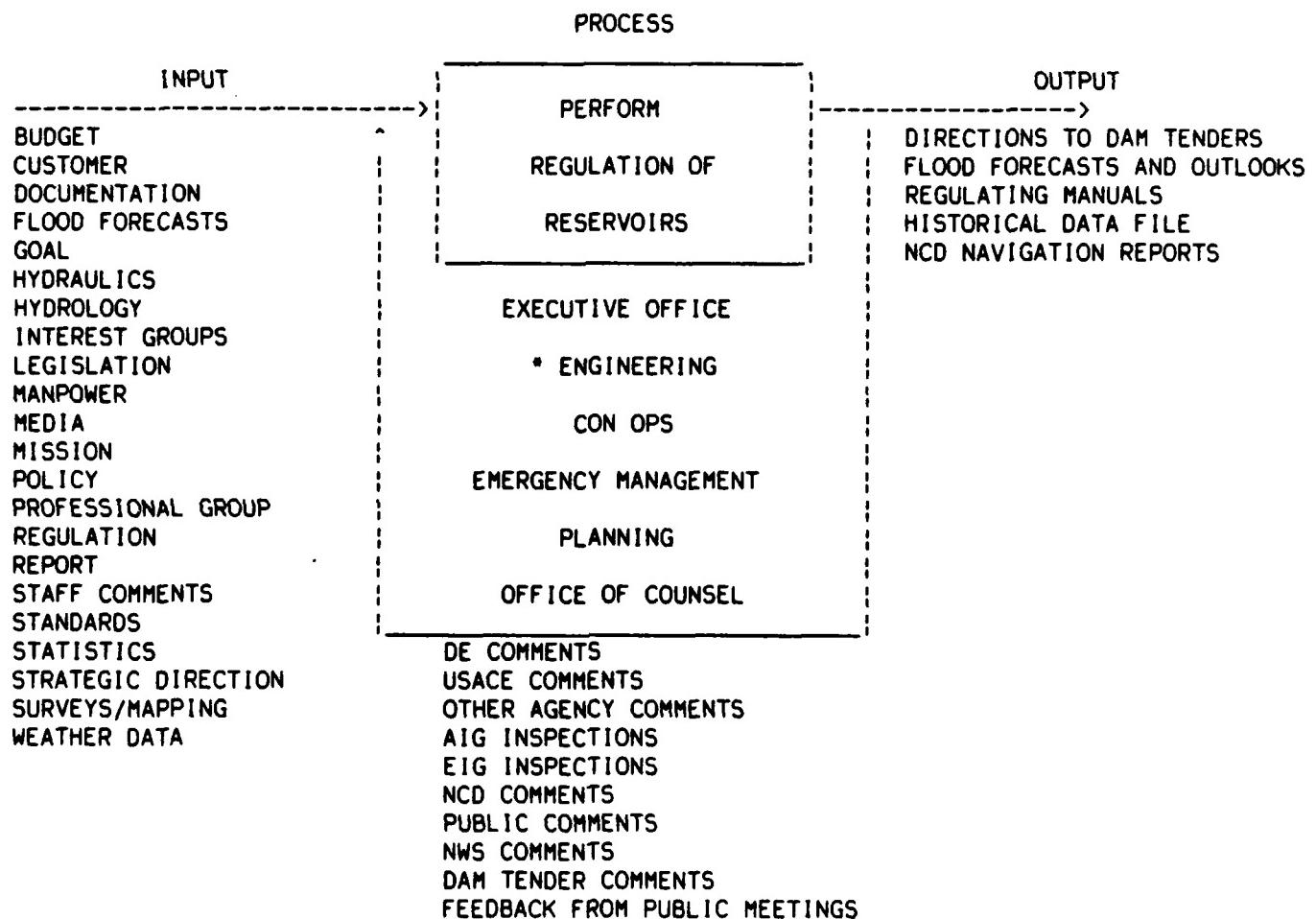
**INFORMATION MANAGEMENT:** Annually and sometimes more frequently, Natural Resource Management Section staff, supported by Engineering, Planning and field staff, inspect local flood protection projects which have been turned over to the local sponsor for operation and maintenance. The inspections determine project condition and effectiveness of the local sponsor's operation and maintenance program. Deficiencies are documented and reported in writing to the local sponsor for correction. Additionally, local sponsors request review and approval of modifications to the projects which require action and data collection by various

District elements. Natural Resource Management Section maintains a continuous record of project condition until the project is deauthorized.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.2 FTE's      \$8,100

## 24 PERFORM REGULATION OF RESERVOIRS

Perform regulation of reservoirs to assure that water levels, flows and releases are in compliance with reservoir regulation manuals and established policies and procedures. Prepare reservoir regulation manuals.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 24 - Perform Regulation of Reservoirs

**DATA SET:** Hydrology (Hydrologic, Hydraulic, and Meteorologic Parameters; Allocated Funds and Expenditures)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Periodic bulletins and updates, NCD & OCE Navigation Reports, Regulatory decisions for gate openings and flows, input to regulation manual revisions, input for hydrologic studies, records of flow and gage heights data base for computation of inflows, and hydrograph plots of historic data - spreadsheets for tracking water control budget.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

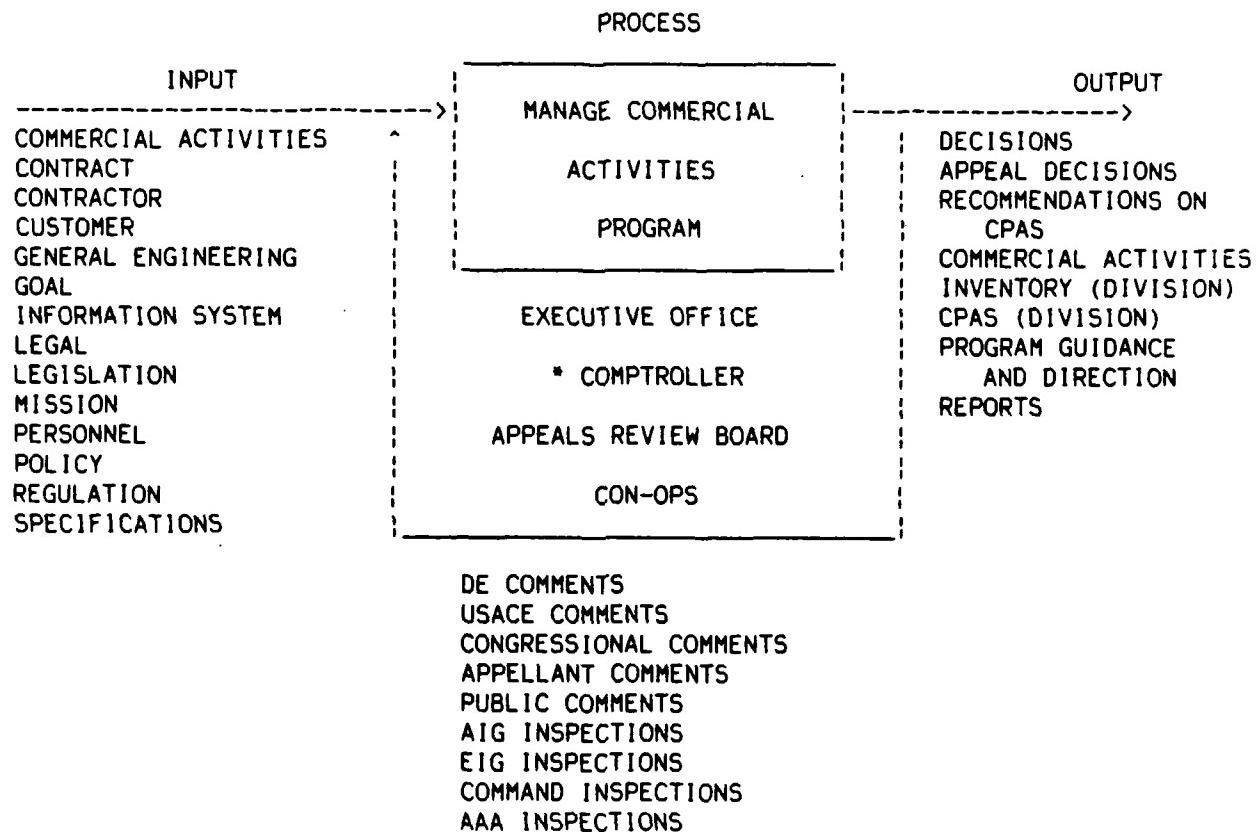
**INFORMATION MANAGEMENT:** Manual methods. Data is collected and transcribed by hand; hydrographs plotted by hand. Information is then disseminated manually where needed.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.5 FTE's      \$71,600

## 25 MANAGE COMMERCIAL ACTIVITIES PROGRAM

Manage commercial activities program by developing policy guidance, evaluating District proposals, monitoring program execution, reviewing/approving performance work statements, reviewing appeals, and determining whether District office commercial activities should be performed by government personnel or contractors.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 25 - Manage Commercial Activities Program

**DATA SET:** Commercial Activity (Commercial Contracting Out)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Various

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** A CA study will determine if a commercial source is available and is able to perform an activity at a savings to the U.S. Government.

**FREQUENCY THAT DATA SET IS USED:** Various

**CURRENT METHOD OF**

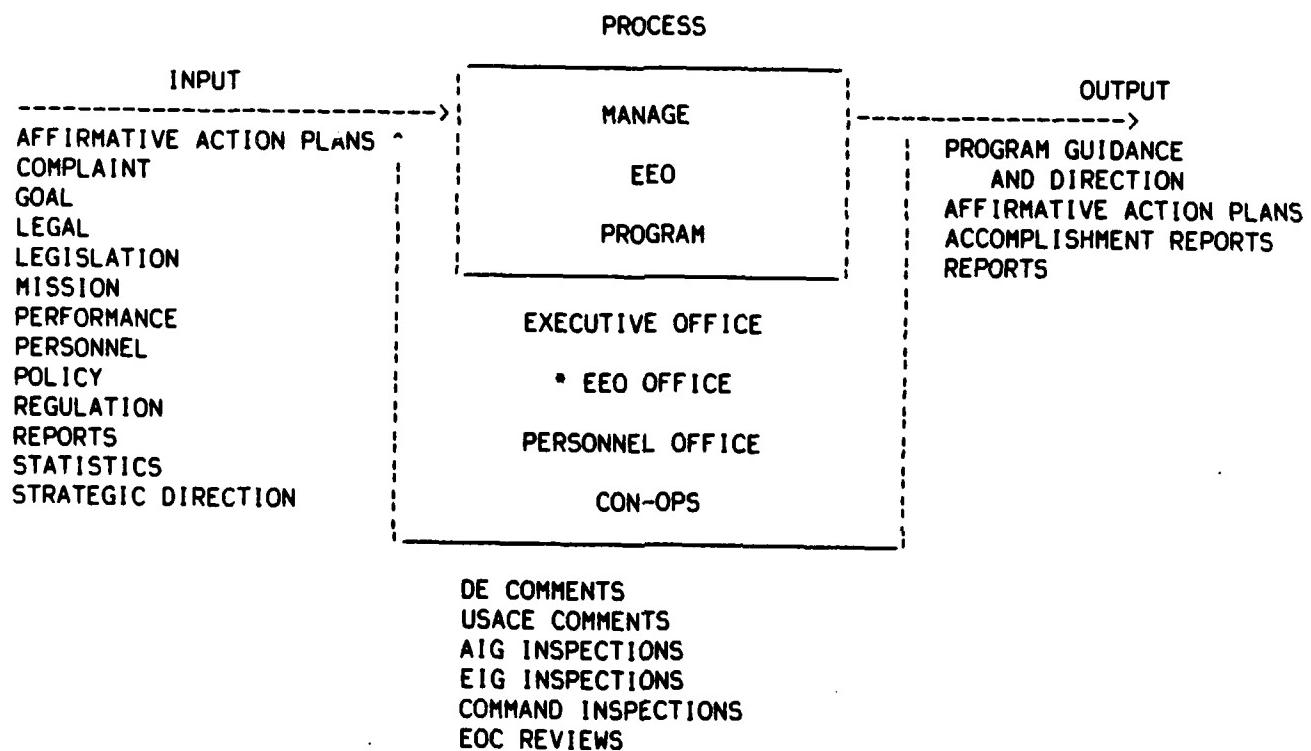
**INFORMATION MANAGEMENT:** Vast amounts of information are gathered manually from many different sources. Some data may come from current automated systems, but more likely than not, it must be reviewed and adjusted by trained staff members.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.4 FTE's      \$65,800

## 26 MANAGE EEO PROGRAM

Manage EEO program by developing policy guidance, identifying barriers, developing affirmative action goals, administering the Federal discrimination complaint process, monitoring program accomplishments, and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 26 - Manage EEO Program**

**DATA SET: Performance (Accomplishment Reports)**

**VINTAGE REQUIREMENT  
OF DATA SET: Quarterly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Data is used to track various actions and initiatives taken by the District to accomplish their EEO mission.

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Information is currently gathered manually by EEO and CPO staff. This necessitates reviewing all personnel actions taken during the past year; reviewing reading files, reports, 201 files, training files and records, vacancy control files, and daily logs.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.33 FTE's      \$15,500

**DATA SET: Personnel (Workforce Statistics)**

**VINTAGE REQUIREMENT  
OF DATA SET: Quarterly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Data is used to analyze underrepresentation of special emphasis affirmative action groups and to compile various statistical reports.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

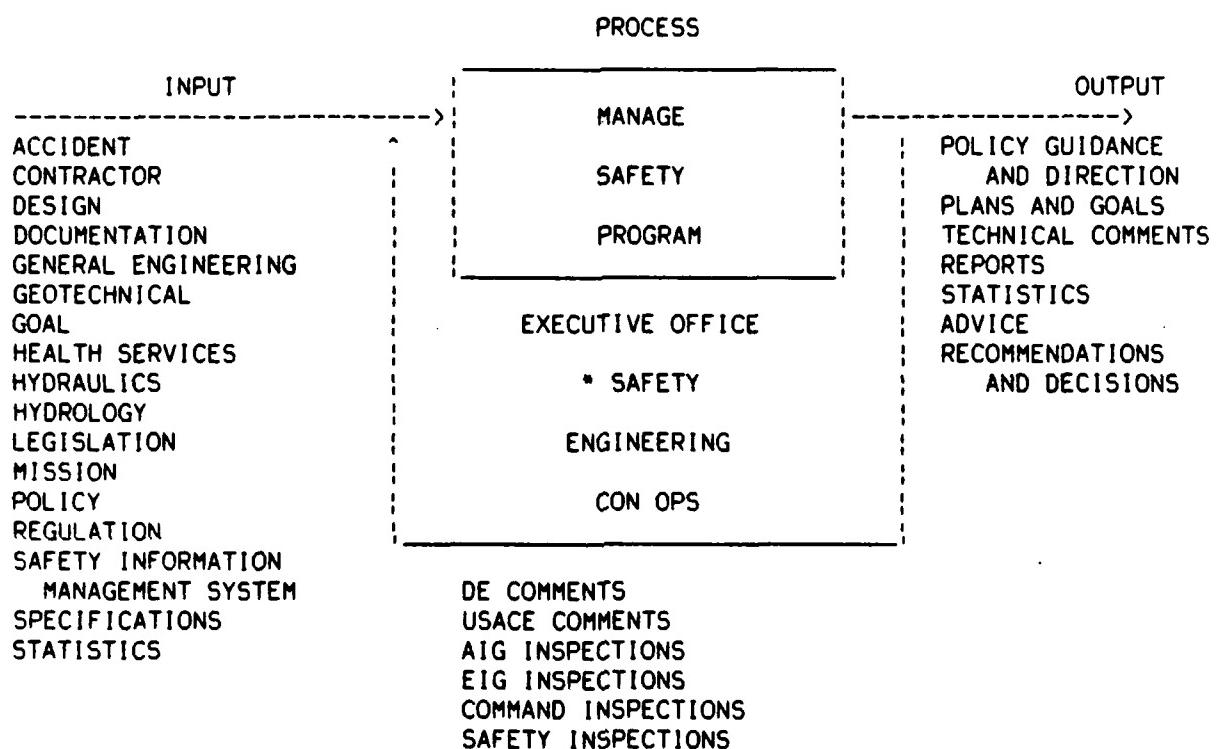
**INFORMATION MANAGEMENT:** The required information is available; however, it is necessary to review current computer printouts in order to manually gather the required statistics in the desired format for reports and status briefings.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.33 FTE's      \$15,500

## 27 MANAGE SAFETY PROGRAM

Manage safety program by developing policy guidance and providing technical, educational, statistical and other services to Division and District offices.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 27 - Manage Safety Program**

**DATA SET: Safety (Mishap & Exposure Statistics)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Indicators of effectiveness of Safety Management policies, pinpoint trouble spots if data reflects an increase in mishaps.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

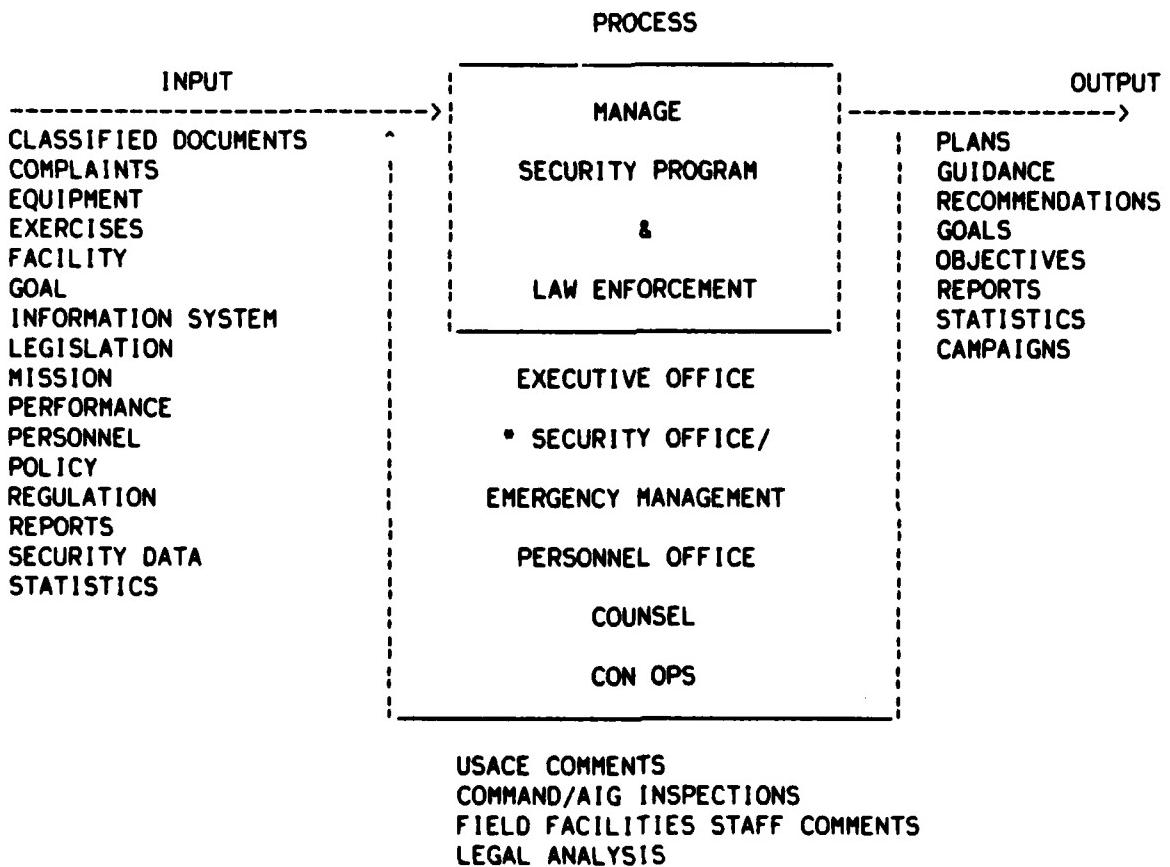
**INFORMATION MANAGEMENT:** Mishap data collected as mishaps occur, exposure data collected monthly via DF, ADP run and telephone calls.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.29 FTE's      \$12,400

## 28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT

Manage security program by developing policy guidance, taking actions to assure the security of personnel, property and information, and developing crime prevention measures.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 28 - Manage Security Program and Law Enforcement**

**DATA SET: Security (Roster of Personnel with Security Clearances)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Real time**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Determination of whom to allow to have access to classified information or to participate in operations/exercises that utilize classified information.

**FREQUENCY THAT DATA SET IS USED:** Real time during exercises, otherwise monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual records - typed or handwritten (presently being placed on micro utilizing D-Base II format).

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.3 FTE's      \$14,100

**DATA SET: Security (Incident Reports)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Daily**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Determination of whether action is required to prevent further incidents/losses or if a liable party can be identified and recovery procedures initiated.

**FREQUENCY THAT DATA SET IS USED:** Quarterly

**CURRENT METHOD OF**

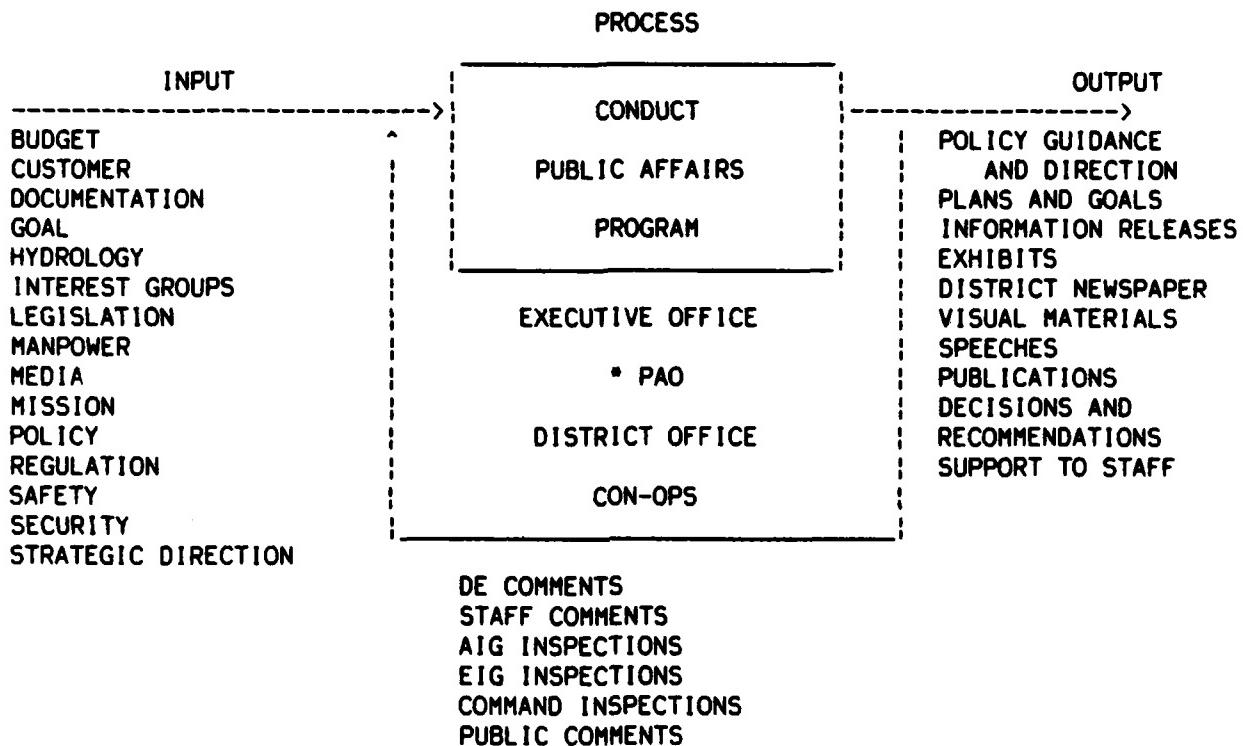
**INFORMATION MANAGEMENT:** Manual typed reports and quarterly compilations of individual reports.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$9,400

## 29 CONDUCT PUBLIC AFFAIRS PROGRAM

Conduct public affairs program by advising DE and staff on potential problem areas, PA policy and techniques; informing the public of Corps activities; maintaining media and community liaison; and developing effective internal communications.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 29 - Conduct Public Affairs Program**

**DATA SET: Media (Contact List)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provides names and telephone numbers for key media throughout the District in an easily accessible form.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** A limited number of names and telephone numbers are maintained manually by the PAO. Beyond the limited scope of the manual system, telephone numbers are looked up in media directories or phone books for each project. Readily accessible system does not exist at the current time.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET: Customer (Mailing Labels (Addresses))**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Supports distribution of news releases to media, organizations, Government agencies, and elected officials based on geographical location, interest, or project. Number of addresses for a particular news release will determine reproduction requirements for news release.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

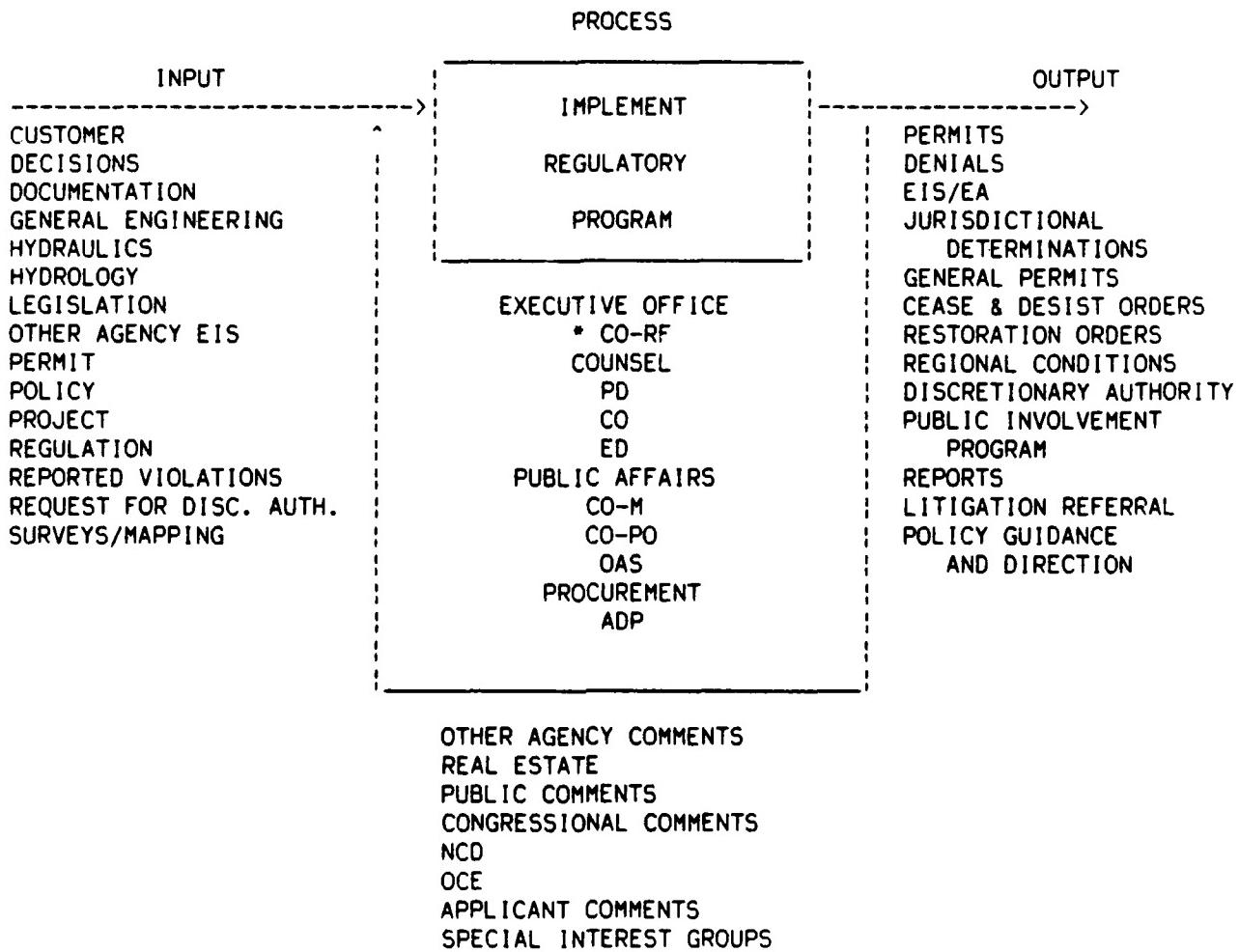
**INFORMATION MANAGEMENT:** Mailing lables are currently maintained manually in PAO. Changes or additions are typed on master sheets which are xeroxed on label sheets as needed. Corrections/additions are time-consuming and impossible to alphabetize or to place any kind of systematic order.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.01 FTE's      \$500

### 30 IMPLEMENT REGULATORY PROGRAM

Implement the regulatory program by evaluating permit applications, investigating unauthorized activities, and assessing the impacts on the aquatic resources.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 30 - Implement Regulatory Program**

**DATA SET: Regulatory (ER 200-2 Appendix B)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Most Recent**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Environmental Assessment and EIS.**

**FREQUENCY THAT DATA SET IS USED: 2/week**

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT: Manual search of hard copy.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.1 FTE's \$4,700**

**DATA SET: Regulation (404(b)(1) Regs (40 CFR 230))**

**VINTAGE REQUIREMENT**

**OF DATA SET: Most recent**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Permit actions and environmental assessments.**

**FREQUENCY THAT DATA SET IS USED: 3/day**

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT: Hard copy - manual search.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.1 FTE's \$4,700**

**DATA SET: Regulatory (Previous EA)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Historical**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Permit actions. Consistency of FEDS, 404(b)(1)s, and permit actions.

**FREQUENCY THAT DATA SET IS USED:** 2/day

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Save hard copies.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Regulatory (33 CFR (Permit Regs))

**VINTAGE REQUIREMENT**

**OF DATA SET:** Most recent

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Jurisdictional determinations, permit decisions, disc. authority decision, etc.

**FREQUENCY THAT DATA SET IS USED:** 75/day +

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual search of hard copy.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.0 FTE's \$47,000

**DATA SET:** Regulatory (National Environmental Policy Act (CEQ Guidelines))

**VINTAGE REQUIREMENT**

**OF DATA SET:** Most recent

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** EIS determinations, environmental assessment, and impact statement procedures for permit actions.

**FREQUENCY THAT DATA SET IS USED:** 1/week

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual search of hard copy.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Regulatory (Section Workload Records)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current and 3-year historical

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Permit action workload planning and control.

**FREQUENCY THAT DATA SET IS USED:** 1/day

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Log book 6-7.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's \$9,400

**DATA SET:** Cultural (List of National Register of Historic Places)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current (most recent)

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Permit action, environmental assessment.

**FREQUENCY THAT DATA SET IS USED:** 2/day

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual search of publication and updates.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's \$9,400

**DATA SET:** Documentation (State Lake Maps and Adjacent Wetlands, Other Lake Information)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Most recent and historical

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Permit actions.

**FREQUENCY THAT DATA SET IS USED:** 3/day

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual file and search.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET:** Regulatory (National Wetlands Inventory Maps)

**VINTAGE REQUIREMENT  
OF DATA SET:** Most recent and historical

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Permit jurisdiction and actions. 404(b)(1) compliance determinations.

**FREQUENCY THAT DATA SET IS USED:** 3/day (R&A Only)

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Manual file and search.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 1.4 FTE's      \$65,800

**DATA SET:** Documentation (South East Wisconsin Regional Planning Land Use/Type Data)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Jurisdictional determinations; assessment information and documentation, alternative assessment.

**FREQUENCY THAT DATA SET IS USED:** 1/day

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Telcons to SEWRPAC; maps, files - MZNUSI searches.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET:** Regulatory (Issued Permits)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Establish priority for inspection, schedule, and permit inspections.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Computerized data base management.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Documentation (USGS Quad Maps)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Most recent available, except for historic search

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Is Corps permit required? Letter or documentation supporting decision.

**FREQUENCY THAT DATA SET IS USED:** Daily/hourly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual, only historical records computerized.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 2.8 FTE's \$131,600

**DATA SET:** Regulatory (Listing of Violation Files)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Status of violation backlog, classification, investigation procedures, and manpower resources.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Computerized data base management.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Regulatory (Number, Class, and Status of Inspections and Investigations)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Evaluation period

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Performance evaluation workload scheduling, manpower management.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Computerized data base management.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Documentation (Historical Records, Endangered Species List, Policies, Navigation Charts, Corps Project Maps)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Most recent available, except for historic research

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Decision: Determine eligibility for nation-wide permit and conditions, numerous general permits, letter of permission, or to required individual permit.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Majority-manual

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Regulatory (Application Dates, Public Notice Dates, Application Data (includes name, location, project purpose, wetland data), Permit Decision, Assessment Request and Receipt Dates)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Identify permit delays, weekly, monthly, quarterly, yearly reports; requests for special information, hangar queen report, and permit tracking.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

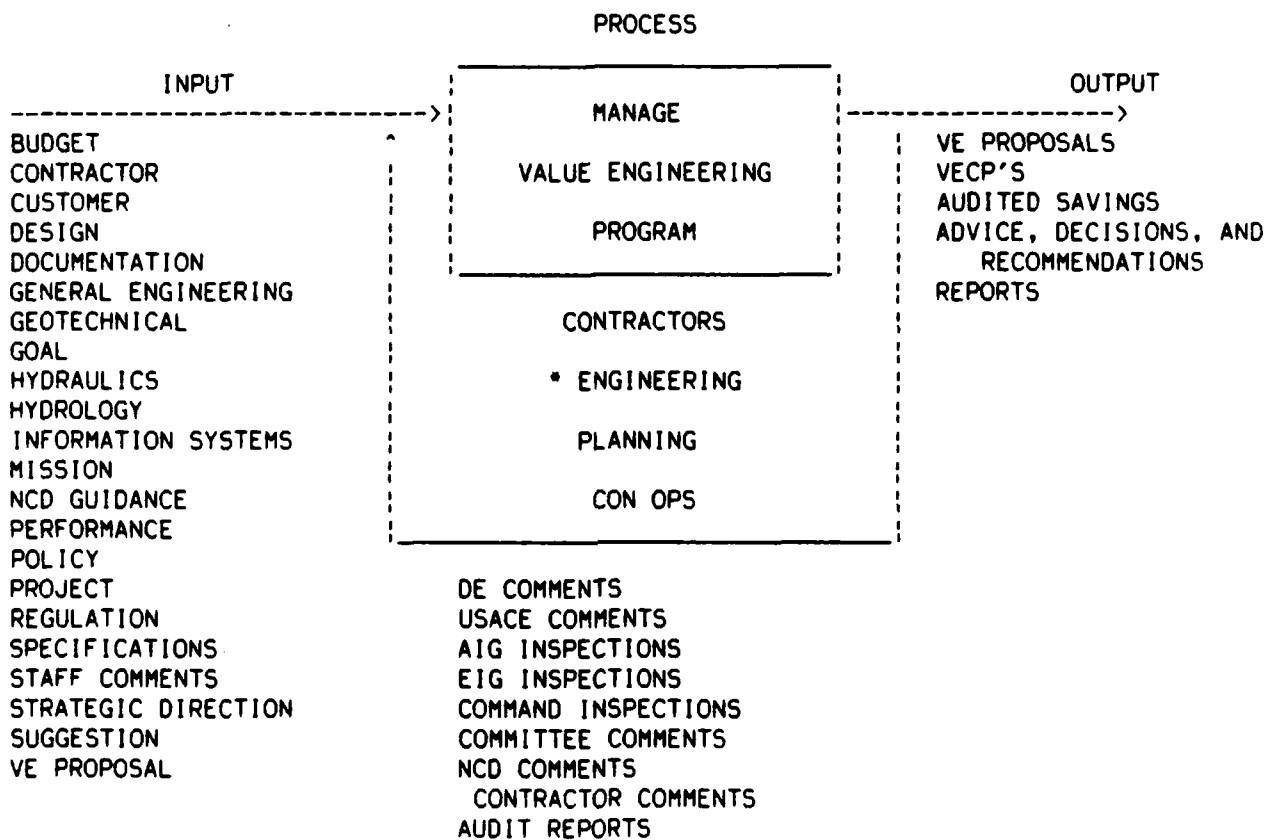
**INFORMATION MANAGEMENT:** Manual and computer.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

### 31 MANAGE VALUE ENGINEERING PROGRAM

Manage value engineering program by developing VE proposals, assessing value engineering technical performance, providing consultant services and conducting training programs.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 31 - Manage Value Engineering Program**

**DATA SET: Value Engineering (Records of VE and VECP Savings Performance)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides documented historical performance rates and provides input on scheduling future projects and training, as well as for required reports.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

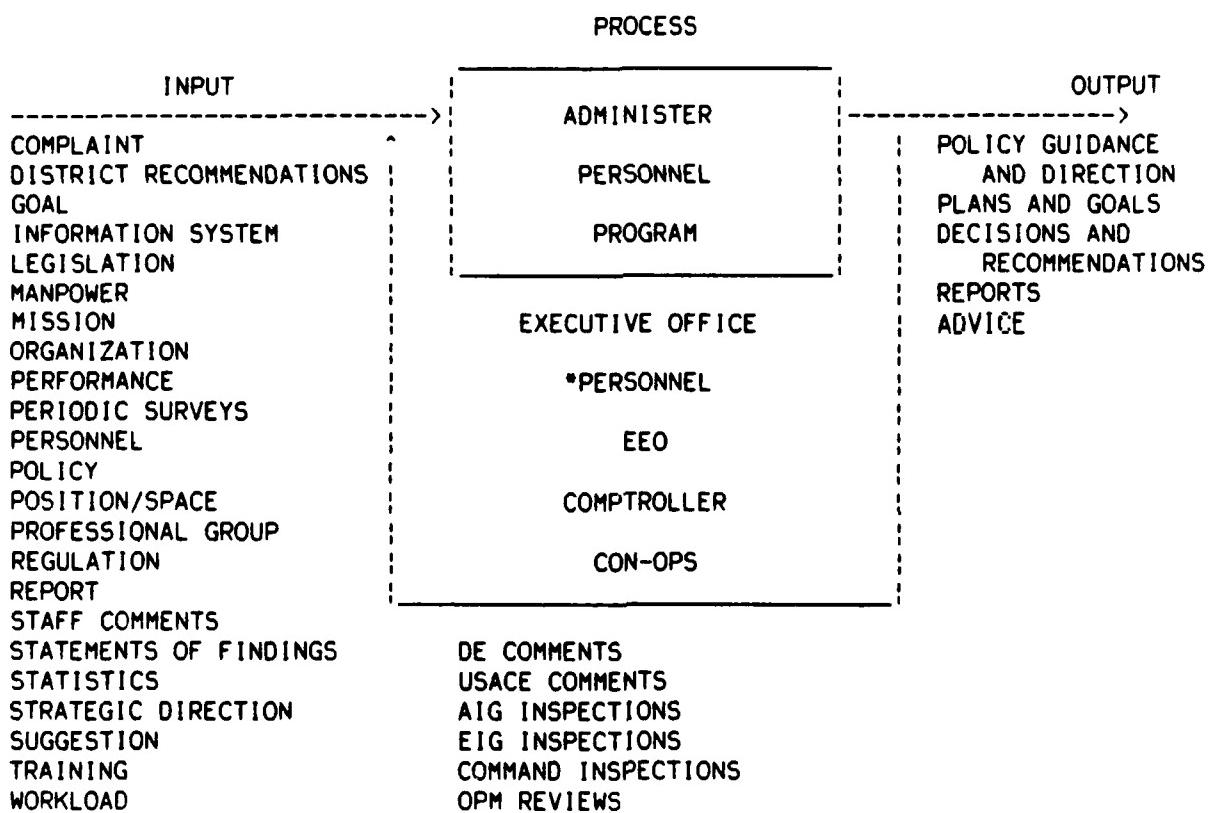
**INFORMATION MANAGEMENT:** Manual process that involves time-consuming search of paper files. Calculations are updated by hand, then transferred to appropriate forms for transmittal.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

## 32 ADMINISTER PERSONNEL PROGRAM

Administer personnel program, develop operating policies, and guidance. Review and evaluate civilian personnel administrative activities, executing military personnel administration, and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 32 - Administer Personnel Program**

**DATA SET: Personnel (201 files)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Current information on each employee (approximately 1,000 personnel folders).

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Manually

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.3 FTE's      \$14,000

**DATA SET: Personnel (Suspense for Workers Compensation Program)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:**

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Manually

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET: Personnel (Maintain Job Descriptions)**

**VINTAGE REQUIREMENT  
OF DATA SET: Variable**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Current information is on hard copy in files and a portion is on computer.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Partially automated

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.4 FTE's \$18,800

**DATA SET:** Personnel (Maintain Performance Appraisal System)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Current information is maintained in computer

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Automated

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's \$2,350

**DATA SET:** Personnel (Maintain Applicant Supply Files)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Current information is maintained on job applications and summary file cards.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

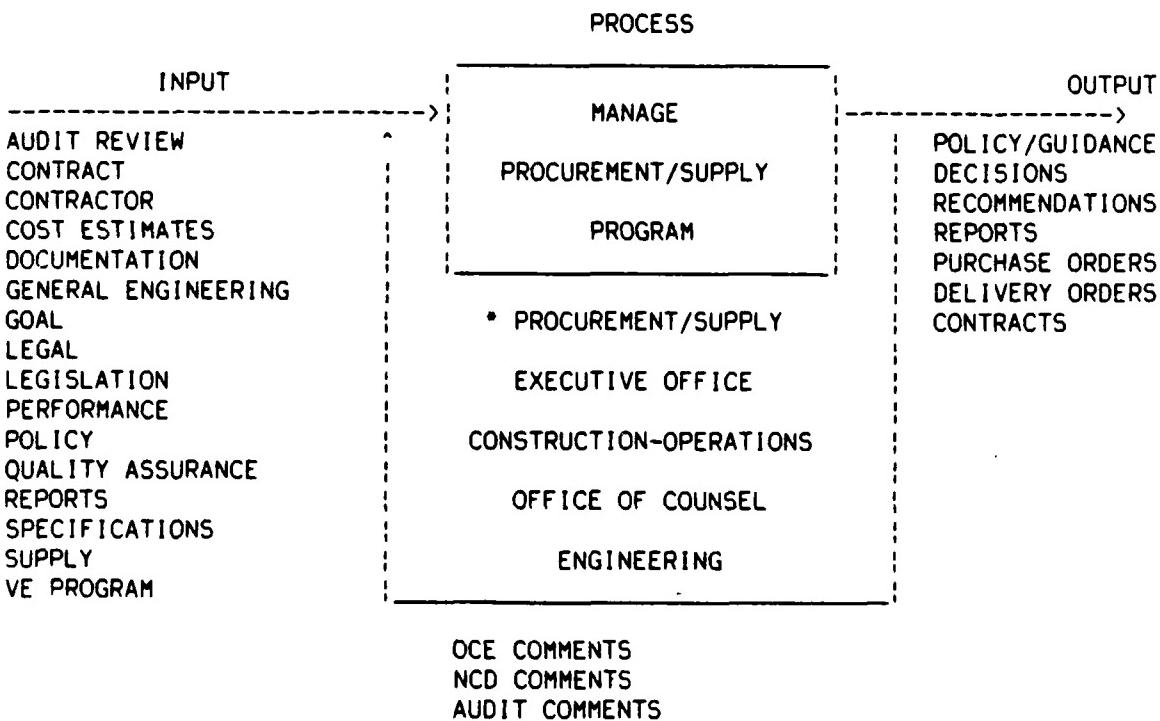
**INFORMATION MANAGEMENT:** Manual

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's \$9,400

### 33 MANAGE PROCUREMENT/SUPPLY PROGRAM

Manage procurement and supply program by implementing policy guidance and direction, reviewing and evaluating in-house performance, including contract administration, approving or recommending actions, and/or making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 33 - Manage Procurement/Supply Program**

**DATA SET: Supply (Contractor Catalogues)**

**VINTAGE REQUIREMENT  
OF DATA SET: Daily**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides source of supply, description and cost.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process of searching each catalogue for class of supplies needed.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.115 FTE's      \$5,400

**DATA SET: Contractor (Recapitulation of Contractual Awards under \$25,000)**

**VINTAGE REQUIREMENT  
OF DATA SET: End of each month**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides input.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process involves identifying all awards. Awards are then broken into bits identifying small business, women owned, large, or disadvantaged business. Includes competitive or non-competitive, open market at contract schedule.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.12 FTE's      \$5,600

**DATA SET:** Supply (Record of Small Purchases)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Daily

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides input for monthly report.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual process. Identifies award of small purchases, identifying each entry as small business, large business, women owned, or small disadvantaged business and an amount of award.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.115 FTE's \$5,400

**DATA SET:** Contract (Record of Contracts Awarded)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Information provides input into monthly reports.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

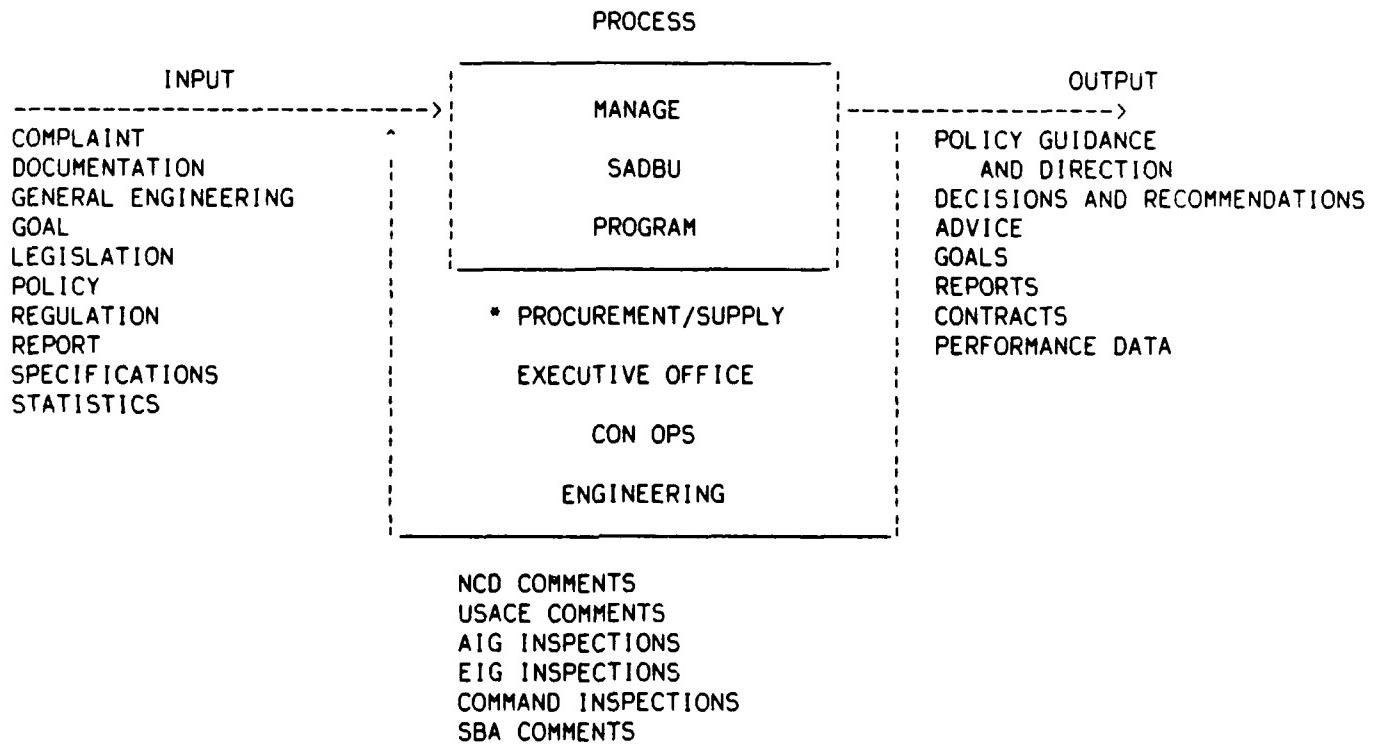
**INFORMATION MANAGEMENT:** Manual process involves identification of contractors by defining as small business, large, small and disadvantaged, women owned, if the acquisition was set aside for small business, and the award amount.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.01 FTE's \$500

## 34 MANAGE SADBU PROGRAM

Manage SADBU Program by developing policy guidance and direction, implementing goals, reviewing and evaluating progress, and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 34 - Manage SADBU Program**

**DATA SET: Contract (Contractual Documents)**

**VINTAGE REQUIREMENT  
OF DATA SET: Monthly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: SADBU goals and concerns.**

**FREQUENCY THAT DATA SET IS USED: Variable**

**CURRENT METHOD OF**

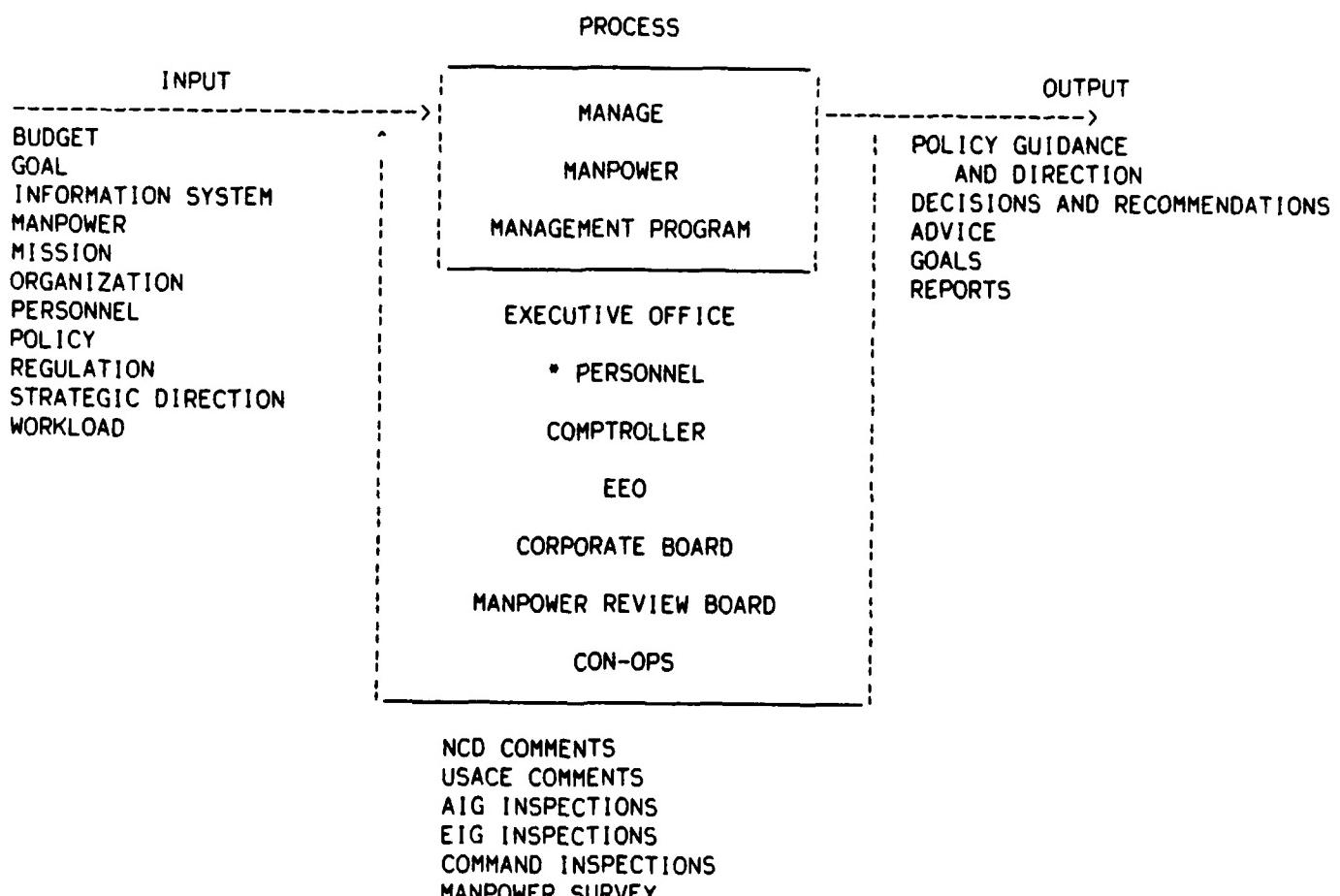
**INFORMATION MANAGEMENT: Manual review of contractual documents to ascertain if goals are accomplished and to facilitate input into the program.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.5 FTE's      \$27,400**

### 35 MANAGE MANPOWER MANAGEMENT PROGRAM

Administer manpower management program by developing and implementing policy guidance and direction at District level. Review and evaluate space allocations and manpower utilization, and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 35 - Manage Manpower Management Program**

**DATA SET: Manpower (Bi-annual CSFOR-78 Report)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Twice a year**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Manpower Utilization Report.**

**FREQUENCY THAT DATA SET IS USED: Six days - may change to 12 days**

**CURRENT METHOD OF**

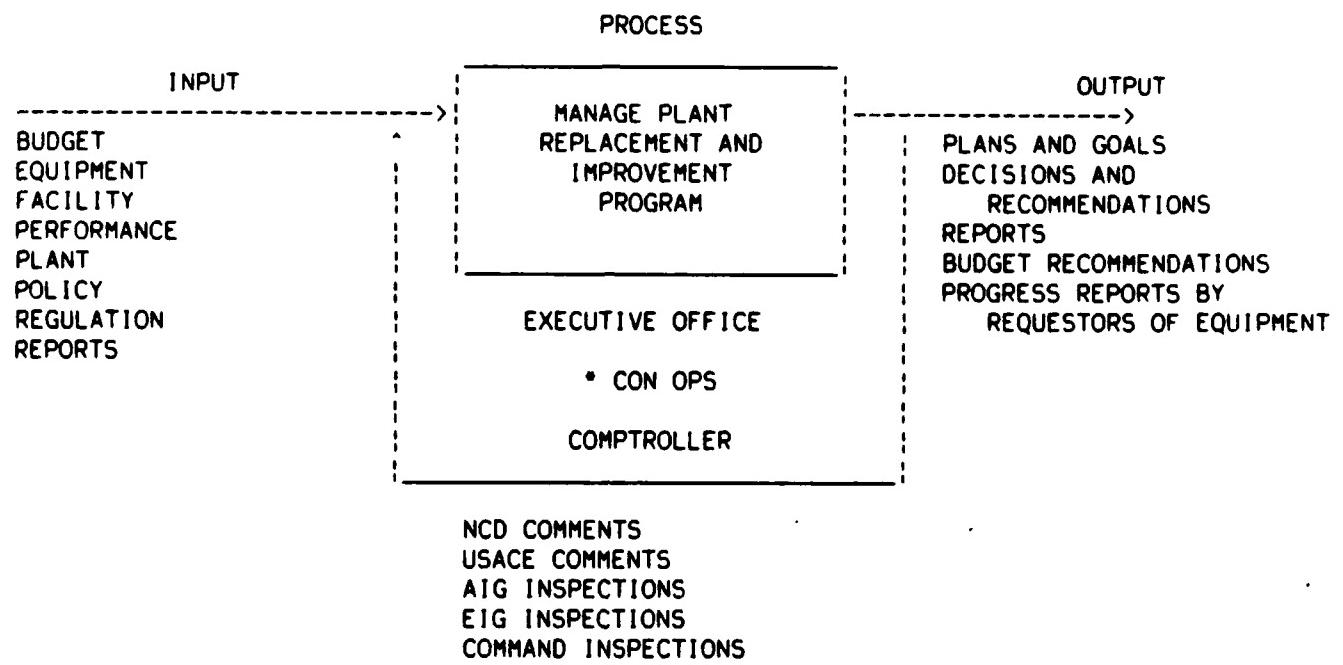
**INFORMATION MANAGEMENT: Partially automated**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.03 FTE's      \$1,500**

## 36 MANAGE PLANT REPLACEMENT AND IMPROVEMENT PROGRAM

Manage PRIP in accordance with policy guidance and direction, consolidating and evaluating program requirements and justifications, monitoring execution, and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 36 - Plant Replacement and Improvement Program**

**DATA SET: Plant (Manage PRIP)**

**VINTAGE REQUIREMENT  
OF DATA SET: Monthly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Accumulated expenditures for FY budget year, monthly expenditures, allocation authorized, percent completion.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

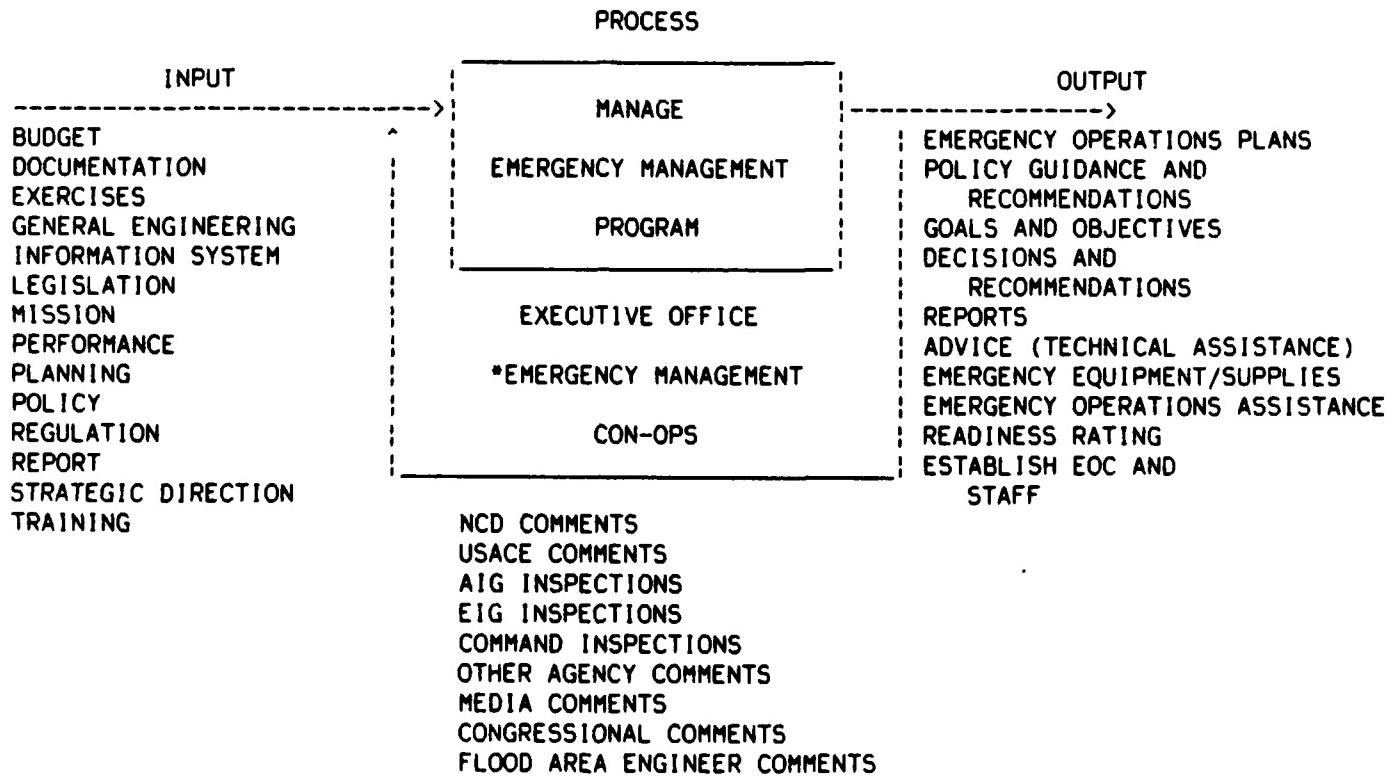
**INFORMATION MANAGEMENT:** Review monthly report to ascertain expenditures are on line with projected forecasts - monthly report is RES DAEN-GWO-20 (R2).

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's      \$10,000

### 37 MANAGE EMERGENCY MANAGEMENT PROGRAM

Manage emergency management program by developing policy guidance and direction, developing plans, coordinating operations, participating in exercises, evaluating performance, conducting training, and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 37 - Manage Emergency Management Program**

**DATA SET: Performance (EOC Floodfight Operations)**

**VINTAGE REQUIREMENT  
OF DATA SET: As needed (real time)**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Need for additional funds, additional personnel, additional pumps/sandbags/poly, additional contractors/contracts, and daily situation reports concerning ongoing emergency floodfight operations.

**FREQUENCY THAT DATA SET IS USED:** As needed

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual records maintained on wall charts, note pads, etc. as received from field floodfight offices by phone or radio.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET: Supply (Maintain Floodfight Supplies Inventory)**

**VINTAGE REQUIREMENT  
OF DATA SET: Constant**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Availability of floodfight materials in terms of amounts, sizes, location; must determine what, if any, equipment is available for loan to local communities or for Corps-directed floodfights.

**FREQUENCY THAT DATA SET IS USED:** As needed

**CURRENT METHOD OF**

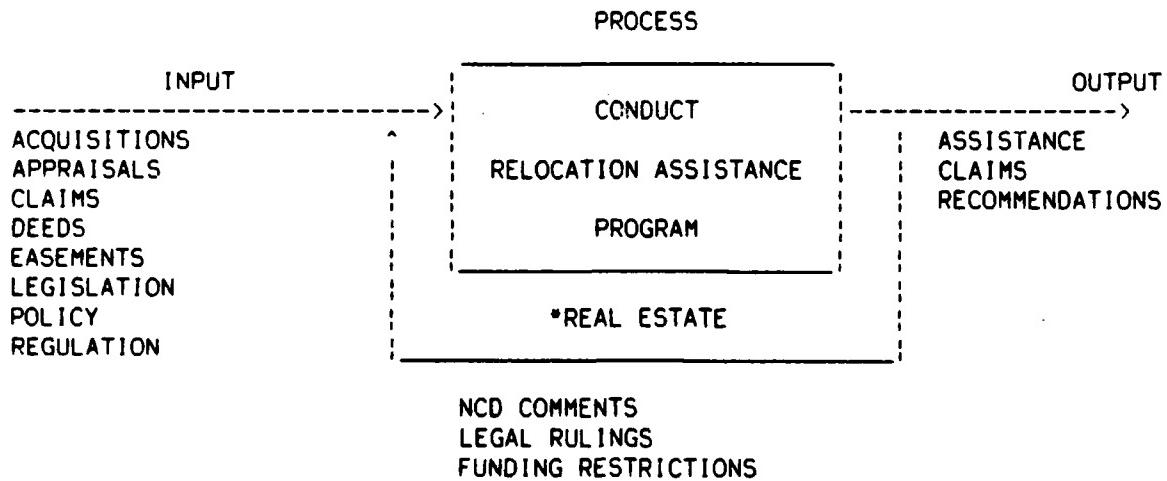
**INFORMATION MANAGEMENT:** Manual records in file folders and colored pins on highway maps.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.15 FTE's      \$3,150

### 38 CONDUCT RELOCATION ASSISTANCE PROGRAM

Conduct Relocation Assistance Program for displaced persons by providing relocation assistance advisory service, and approving and recommending payments for replacement housing and moving expenses.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 38 - Conduct Relocation Assistance Program

**DATA SET:** Real Estate (Acquisition Tract Data)

**VINTAGE REQUIREMENT  
OF DATA SET:** Daily

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Relocation of displaced persons, payment of benefits, budget administration, determination of comparable replacement dwellings, required report preparation, and CEPM input.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

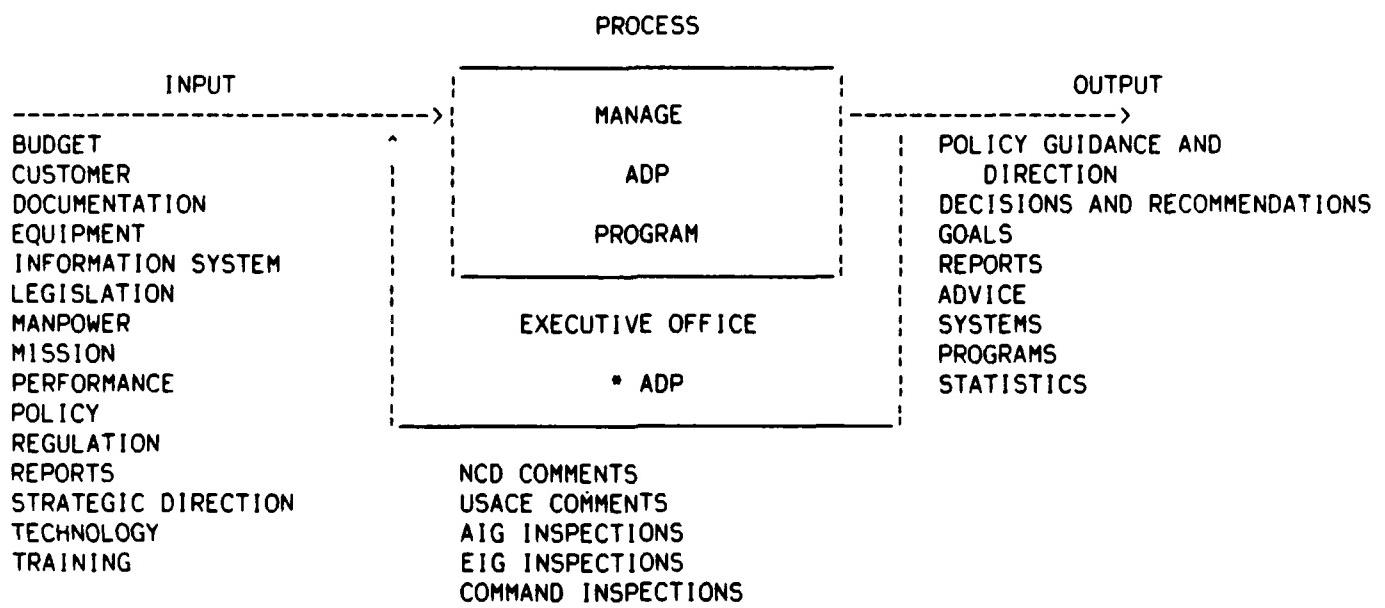
**INFORMATION MANAGEMENT:** Hand posting of register, searching files manually, manual preparation of reports.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.47 FTE's      \$30,000

### 39 MANAGE ADP PROGRAM

Manage ADP program by developing policy guidance and direction; planning, designing, implementing and operating systems; evaluating District programs; conducting training; and making program changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 39 - Manage ADP Program**

**DATA SET: Information System (Automation Management)**

**VINTAGE REQUIREMENT**

**OF DATA SET:** Automation support (Obtaining and applying automation capabilities and techniques to support end-user requirements).

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Decisions for Finance, Personnel, Construction, and Engineering.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

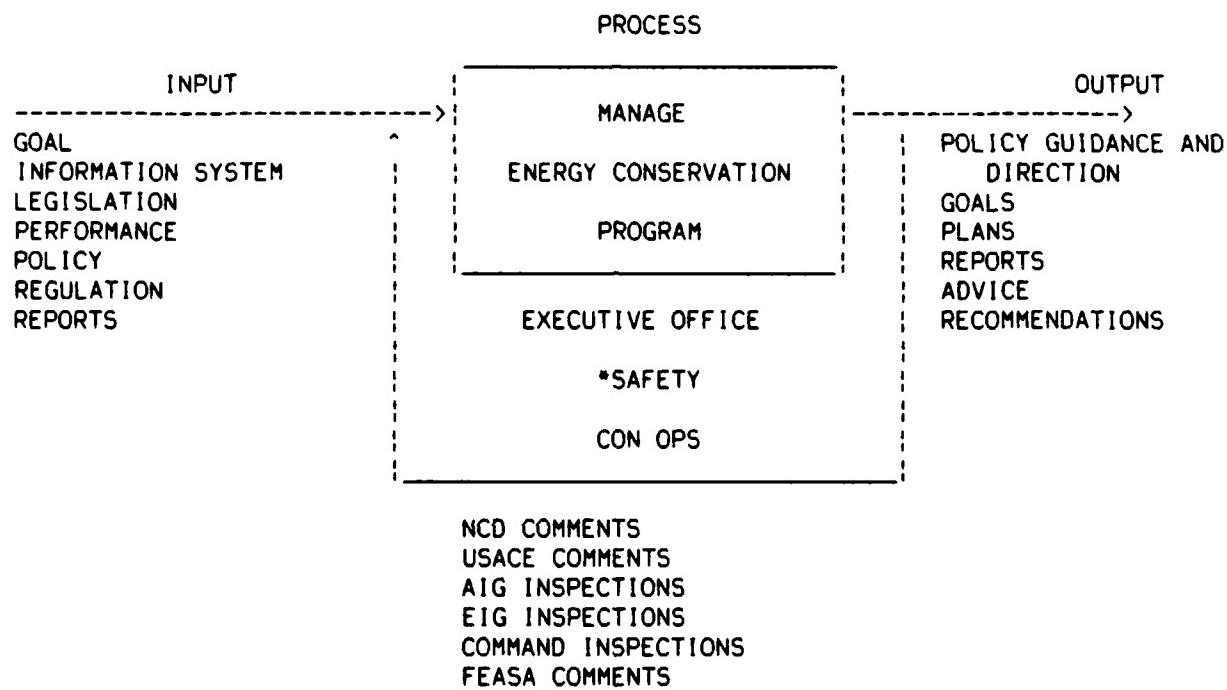
**INFORMATION MANAGEMENT:** Batch and interactive processing.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 10 FTE's      \$470,000

#### 40 MANAGE ENERGY CONSERVATION PROGRAM

Manage energy conservation program by developing policy guidance and direction, establishing goals, reviewing and evaluating plans and progress, and making changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 40 - Manage Energy Conservation Program

**DATA SET:** Performance (Energy Consumption)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Energy Management Program can indicate fuel effectiveness of field sites.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

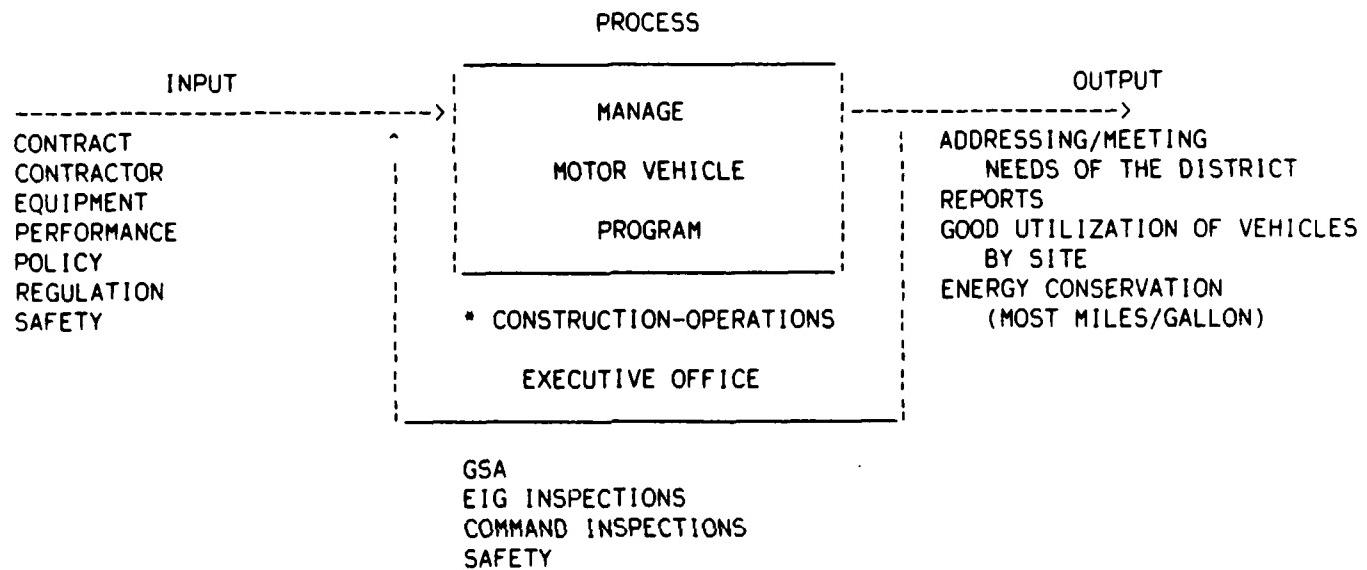
**INFORMATION MANAGEMENT:** Data gathered by Message Center and transmitted to Safety Office where it is placed in proper format and transmitted to FESA via DEIS System.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,900

#### 41 MANAGE MOTOR VEHICLE PROGRAM

Manage motor vehicle program by addressing the needs of the District (field project sites as well as District Office).



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 41 - Manage Motor Vehicle Program

**DATA SET:** Plant (Vehicle Utilization)

**VINTAGE REQUIREMENT  
OF DATA SET:** Monthly

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Identify vehicle use in the field, as well as the District office; identify efficiency (miles per gallon) by types of vehicles; assist in determining the proper location and/or need for specific vehicles.

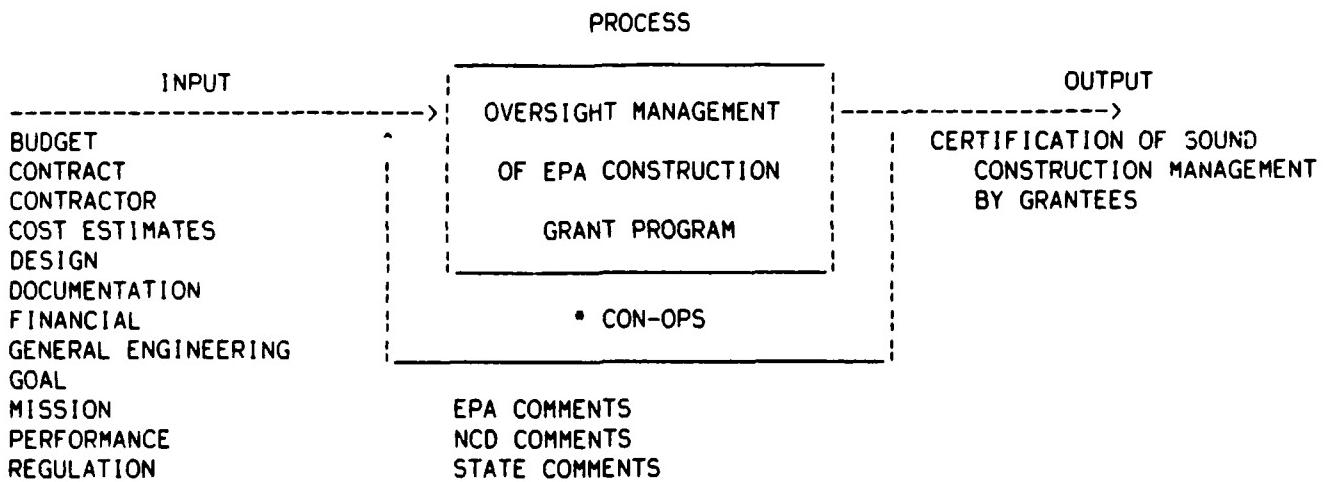
**FREQUENCY THAT DATA SET IS USED:** At least monthly

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Summarizing daily vehicle cards manually.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

42 OVERSIGHT MANAGEMENT OF EPA  
CONSTRUCTION GRANT PROGRAM

Perform biddability/constructibility analysis review and approve change orders, perform on-site inspection of construction work and construction management, manage grants during phase III.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 42 - Oversight Management of EPA Construction Grant Program**

**DATA SET: Documentation (Typing)**

**VINTAGE REQUIREMENT  
OF DATA SET:**

**DECISIONS OR PRODUCTS  
DATA SET SUPPORTS:**

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Typing via IBM Selectric Typewriter

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.4 FTE's      \$18,800

**DATA SET: Construction (Workplan and Budget Development)**

**VINTAGE REQUIREMENT  
OF DATA SET:** 1 year historical w/monthly updates

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Fiscal year workplan and budget projections and personnel and fiscal management decisions throughout the year.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Projections for project activities during the fiscal year are obtained from the EPA, the State agencies, and the appropriate COE personnel, and this information is combined to develop a complete workplan picture. This information is combined with work output and cost parameters to develop labor and budget requirements.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.07 FTE's      \$3,780 \*

\*Assumes two submittals. Each additional revision would add 0.02 FTE's and \$1,000.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** This information is currently maintained on a card file kept in the file room. A project card is initiated for each new project assigned to the St. Paul District showing location of the official project file in filing system and also of the contract documents for each project which are filed separately.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.01 FTE's \$470

**DATA SET:** Management (Project Closeouts)

**VINTAGE REQUIREMENT**

**OF DATA SET:** 1 year historical w/weekly updates

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used in developing workplan and personnel management. Records annual projections of each field office, revised projection during year, and actual achievements.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Projections are submitted at beginning of fiscal year and entered into computer stored in national computer located in North Carolina. Revisions to projections and actual achievements are entered as needed. Reports are pulled to assist in developing workplan and periodically throughout year to monitor progress of meeting projections.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.04 FTE's \$1,900

**DATA SET:** Documentation (Change Order Reviewer Log)

**VINTAGE REQUIREMENT**

**OF DATA SET:**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provides in-house tracking of which reviewer a change order was assigned to, dates of assignment and completion of review, dollar values, and comments affecting review. Used for performance appraisal and feedback.

**FREQUENCY THAT DATA SET IS USED:** Daily

**DATA SET:** Management (Contract Management System (CMS))

**VINTAGE REQUIREMENT**

**OF DATA SET:** Monthly

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Nation-wide system provides information to OCE, EPA, States and Divisions relating to program status, projected Federal expenditures and other project specific information. (Data is on contract basis)

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

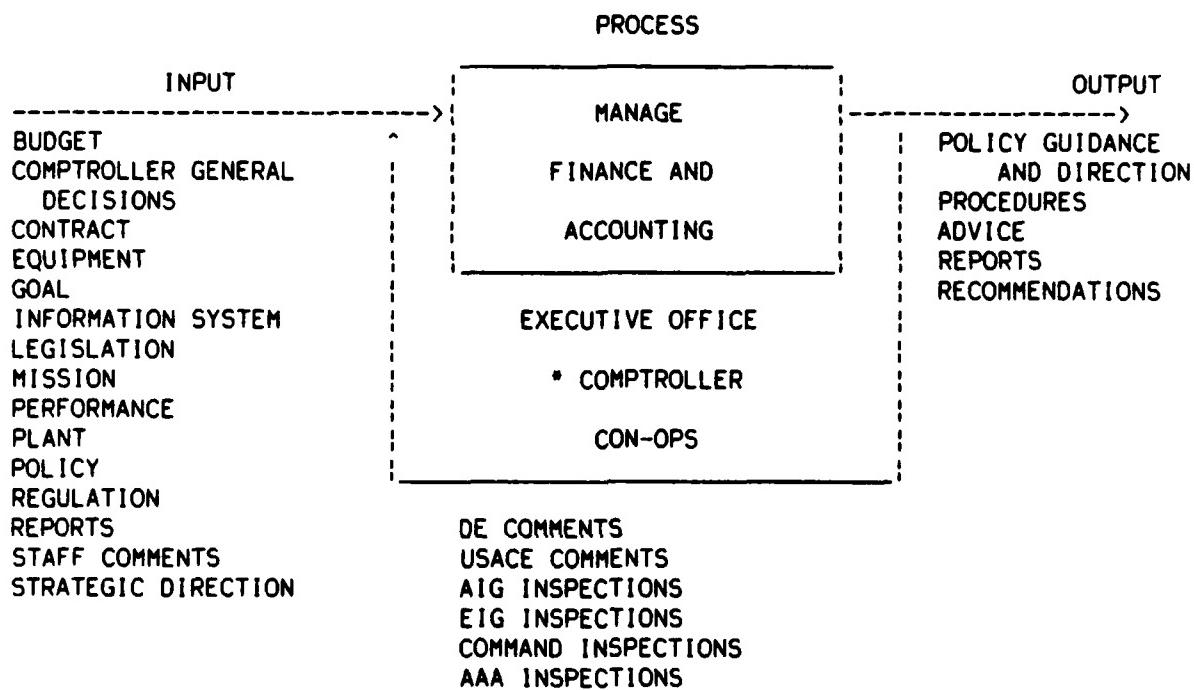
**INFORMATION MANAGEMENT:** Field coding of turn-around input sheets, card punching, and file update. Data and software are located in North Carolina NCC.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 1.4 FTE's      \$65,800

## 43 MANAGE FINANCE AND ACCOUNTING

Manage finance and accounting by developing policy, guidance, direction, and procedures; reviewing and evaluating finance, accounting, and property administration; and making changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 43 - Manage Finance and Accounting**

**DATA SET: Financial (F&A Subsystem of Corps of Engineers Management Information System (COEMIS))**

**VINTAGE REQUIREMENT  
OF DATA SET: Daily**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Product: Complete cost accounting system with Revolving Fund for the St. Paul District multi-output of forms and upward reporting documents.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

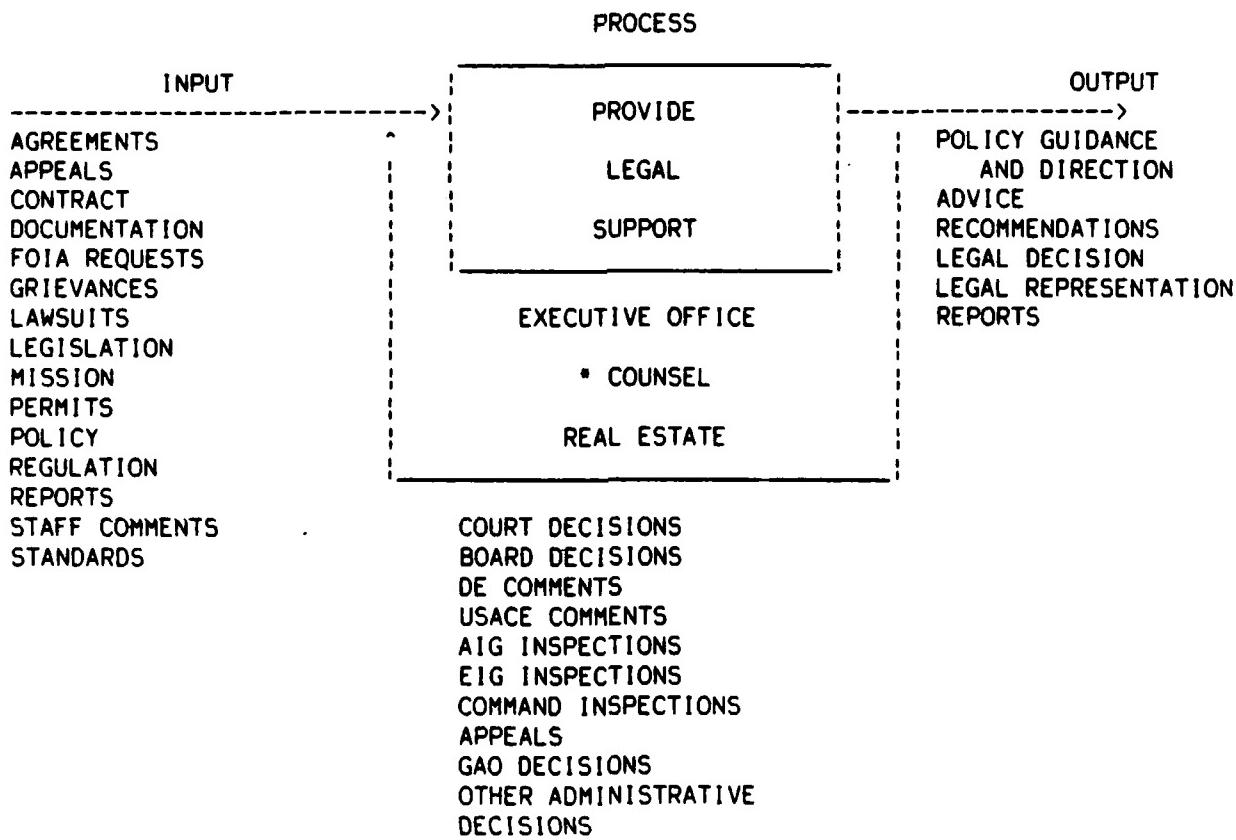
**INFORMATION MANAGEMENT:** COEMIS vast quantities of data from manual sources entered manually to an automated main frame system which in turn generates many reports for various reporting and control requirements.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 17.5 FTE's      \$822,500

#### 44 PROVIDE LEGAL SUPPORT

Provide legal support by developing guidance and direction, conducting reviews and investigations, providing advice, assistance, recommendations, and preparing for and participating in litigation.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 44 - Provide Legal Support**

**DATA SET: Legal (Case Precedents, Statutes and Regulations - West Law, Juris, Legal Reporters and Digests, Regulatory Materials)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Daily to yearly**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Legal assistance and/or guidance to Commander and staff elements.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

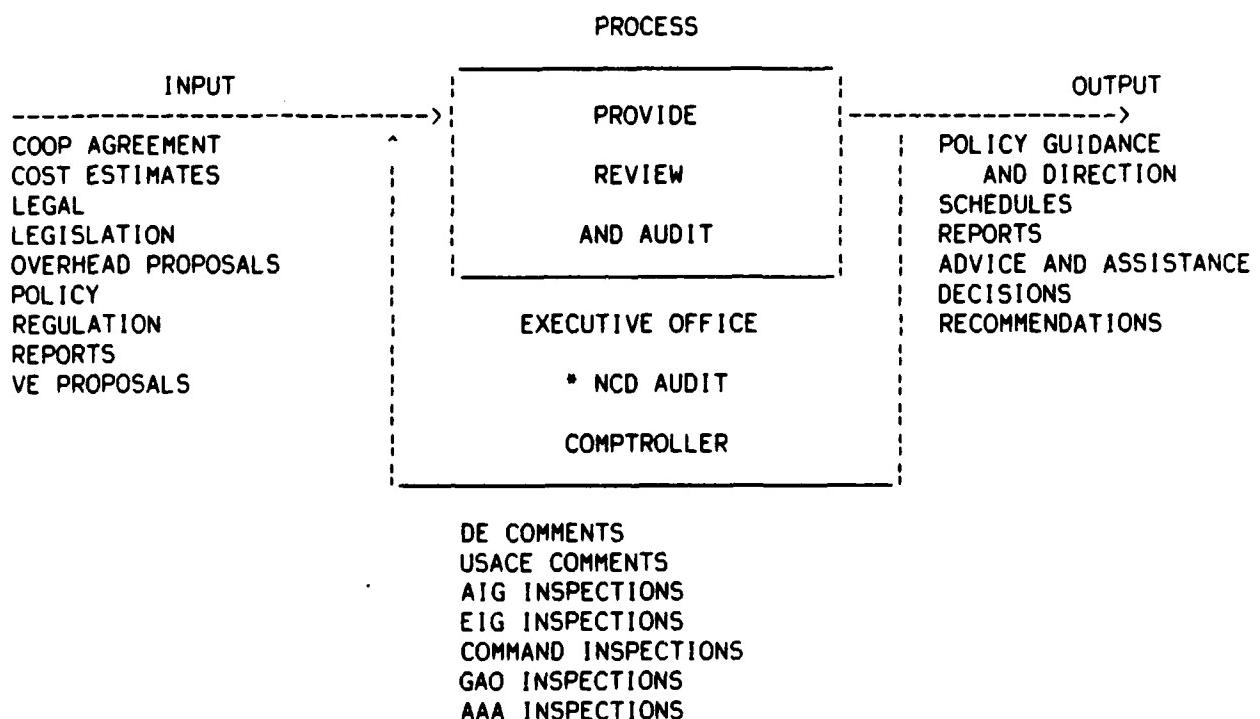
**INFORMATION MANAGEMENT:** West Law and Juris are computerized research services procured through OCE with billings to individual FOA's. Library materials are updated manually on a subscription or distribution basis.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

#### **45 PROVIDE REVIEW AND AUDIT**

Provide review and audit services by developing policy guidance and direction, preparing schedules, conducting internal reviews and audits, coordinating external audits, and providing advice and assistance.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 45 - Provide Review and Audit**

**DATA SET: Audit/Review (Various Accounting Records)**

**VINTAGE REQUIREMENT  
OF DATA SET: Various**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Compliance with the Quality Assurance Program**

**FREQUENCY THAT DATA SET IS USED: Various**

**CURRENT METHOD OF**

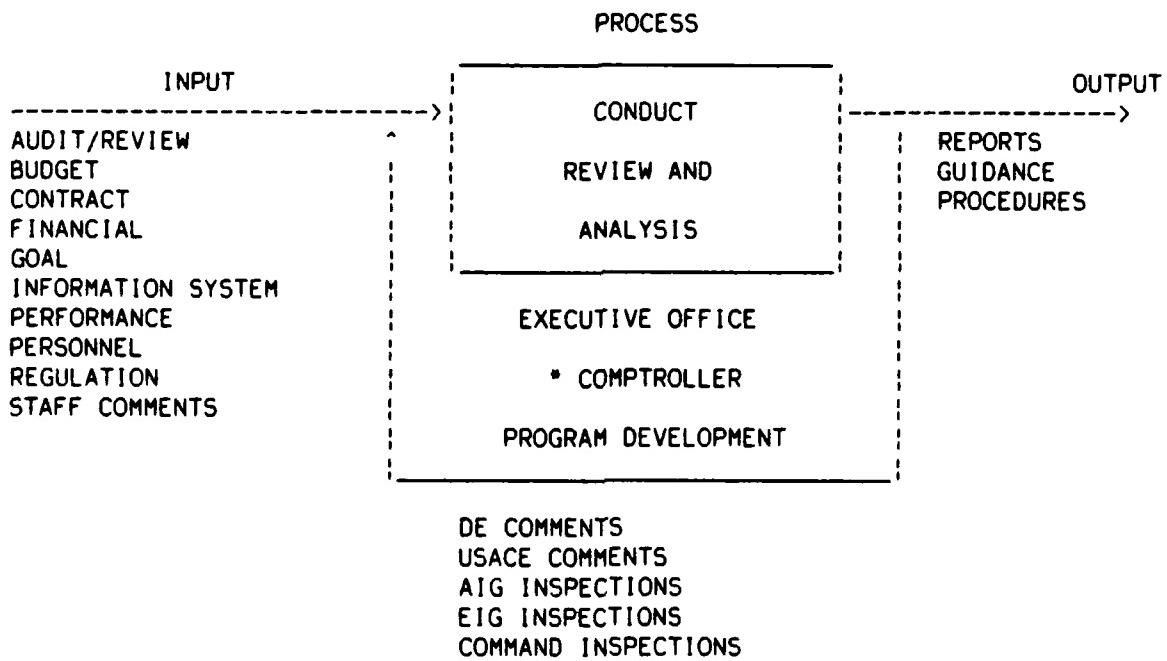
**INFORMATION MANAGEMENT:** Accounting documents and data samples are reviewed on a regular basis to locate any possible discrepancies and to ensure accounting principles are being adhered to.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.2 FTE's      \$9,400**

#### 46 CONDUCT REVIEW AND ANALYSIS

Conduct review and analysis program by developing policy guidance and procedures, coordinating input of performance data on management indicators and command goals/objectives, and publishing results.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 46 - Conduct Review and Analysis**

**DATA SET: Audit/Review (Same)**

**VINTAGE REQUIREMENT**

**OF DATA SET: 1 Month/Cumulative for 12**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Division/District review of operations (i.e., Report card on mission accomplishments and cost of doing business).

**FREQUENCY THAT DATA SET IS USED:** Monthly/Quarterly

**CURRENT METHOD OF**

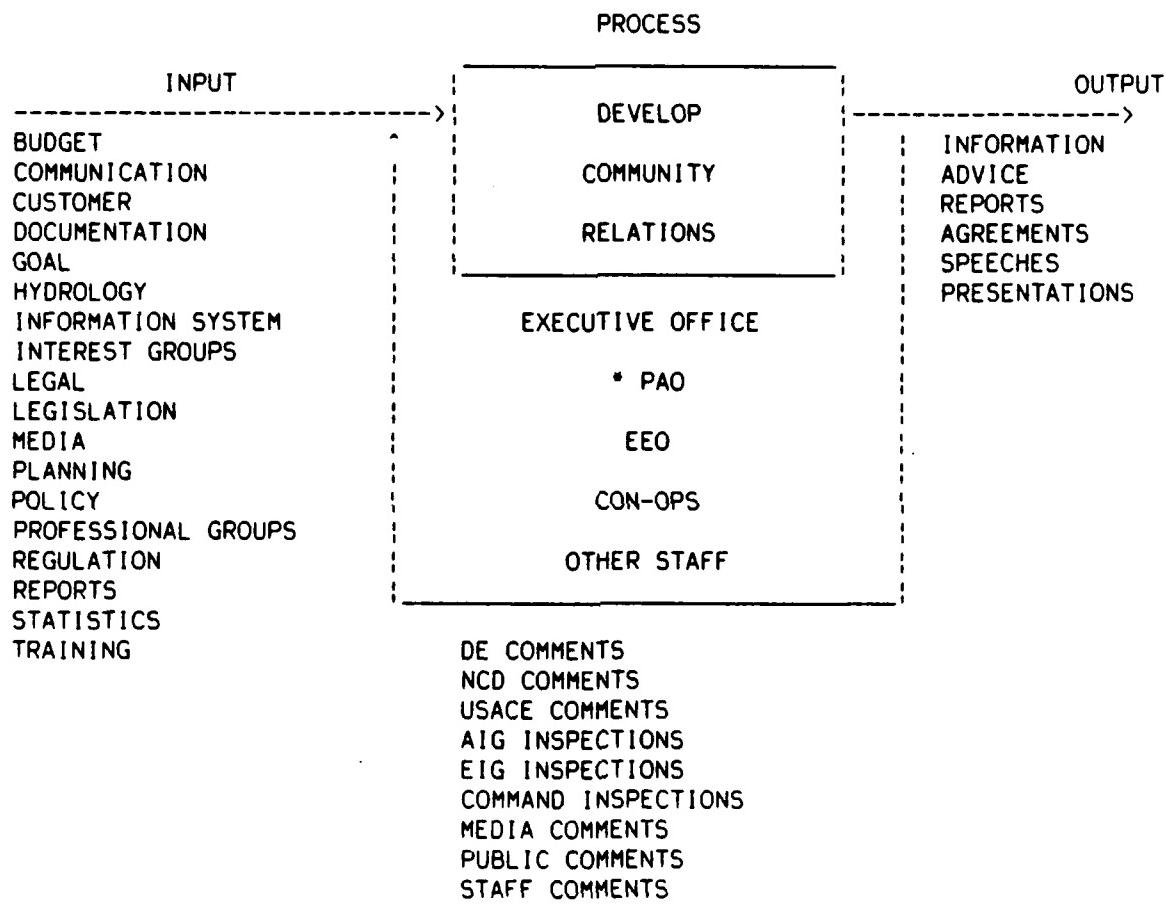
**INFORMATION MANAGEMENT:** Data is gathered manually from various sources of computerized data. Also, individual review and input is required. This data is then fed into the Harris computer and a V-Calc program which will do calculations and produce a neat output sheet which is sent to NCD for CEPOMS.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.3 FTE's      \$14,100

#### 47 DEVELOP COMMUNITY RELATIONS

Develop positive community relations by maintaining liaison with community groups, professional organizations, legislative representatives, government officials, and the public.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 47 - Develop Community Relations**

**DATA SET:** Interest Group (Lists of Community Organizations and Key Local Contacts Throughout NCS)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Variable

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Allows us to target speakers and informational materials to groups and organizations.

**FREQUENCY THAT DATA SET IS USED:** Variable

**CURRENT METHOD OF**

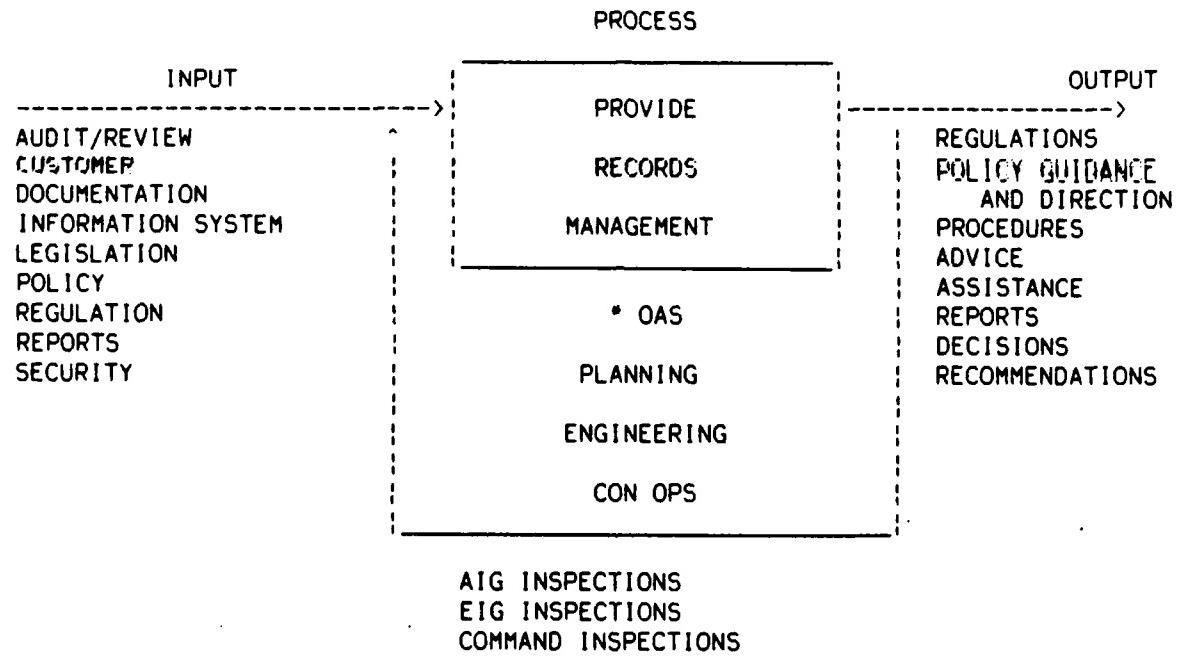
**INFORMATION MANAGEMENT:** Currently, there is no single system which has this information. PAO maintains a manual file on speakers (employees) and requests from organizations. Project managers keep informal files on key contacts and organizations in the area of their projects.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

#### 48 PROVIDE RECORDS MANAGEMENT

Provide records management by developing policies and procedures, evaluating programs, and making changes.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 48 - Provide Records Management**

**DATA SET: Form (Mailing Labels for Field Sites and Service Installations)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Prepare labels for Field mail and Service Installations.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Typed or reproduced in ADP.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.10 FTE's      \$4,700

**DATA SET: Documentation (Indexing of Record Materials maintained in Records Holding Area)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provide accountability and assistance in locating files when requested by users.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Research is completed by examining records to determine if contents therein satisfy requester's needs.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.20 FTE's      \$9,400

**DATA SET:** Documentation (Labeling File Folders)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Prepare labels for file folders.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

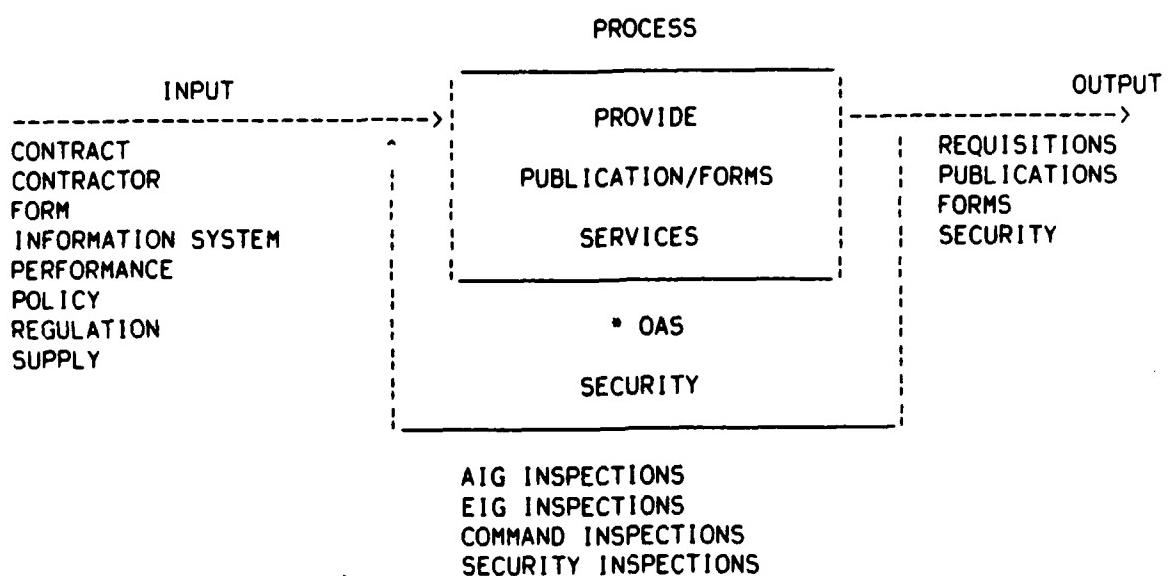
**INFORMATION MANAGEMENT:** Labels are presently typed or reproduced on copying machine.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.10 FTE's      \$4,700

#### 49 PROVIDE PUBLICATIONS/FORMS SERVICES

Provide publications/forms services by requisitioning, receiving, storing, and issuing publications/forms and classified documents.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS:** 49 - Provide Publications/Forms Services

**DATA SET:** Supply (Forms and Supplies Inventory)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current/continual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Maintaining adequate stock of forms and supplies. Publishing catalog of forms and supplies. Back orders on Field requests and GSA orders.

**FREQUENCY THAT DATA SET IS USED:** Twice a week

**CURRENT METHOD OF**

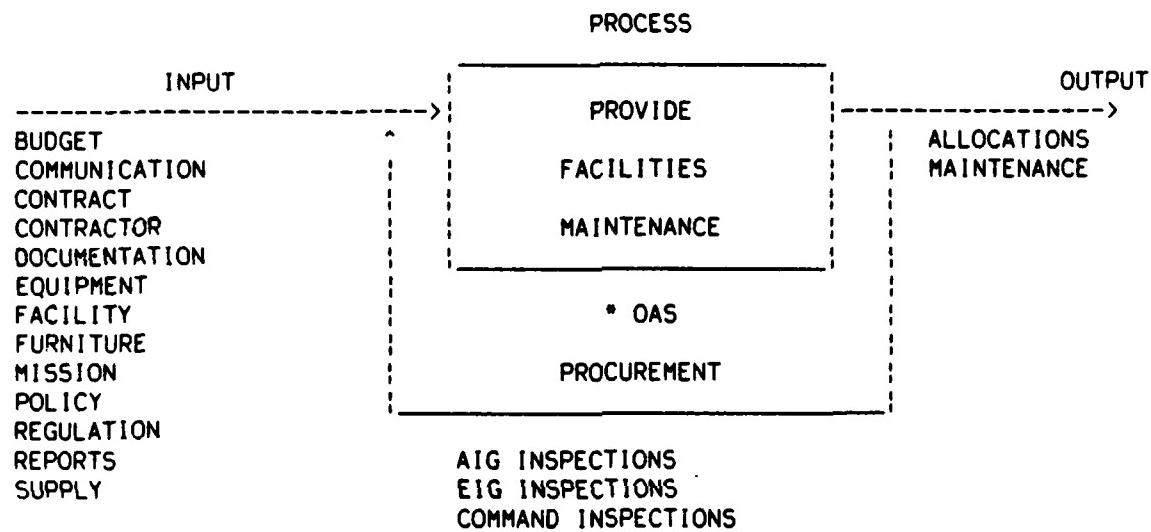
**INFORMATION MANAGEMENT:** Manual and access to Harris file.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.6 FTE's      \$28,200

## 50 PROVIDE FACILITIES MAINTENANCE

Provide facilities maintenance by allocating office space, equipment, furniture, and supplies; conducting inventories; providing custodial services and equipment repair services; and administering maintenance contracts and warranties.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 50 - Provide Facilities Maintenance**

**DATA SET: Equipment (Equipment)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Provide necessary equipment to perform job functions.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET: Position/Space (Space Management)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Request/provide space within guidelines to serve office needs.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET: Supply (Supplies)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Inventory, order, stock, and distribute office supplies.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.2 FTE's \$9,400

**DATA SET:** Facility (Custodial Services)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Obtain adequate services to maintain office.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Documentation (Inventory)

**VINTAGE REQUIREMENT  
OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Complete physical inventory 0600 account.

**FREQUENCY THAT DATA SET IS USED:** Yearly

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Furniture (Furniture)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Obtain new or surplus furniture as needed. Make repairs if justified and dispose of unserviceable items.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**  
**INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF**  
**INFORMATION MANAGEMENT:** 0.1 FTE's \$4,700

**DATA SET:** Documentation (Property Inventory)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current/continual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Constant updating of property inventory when new items are received or items are transferred, etc.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**  
**INFORMATION MANAGEMENT:** Manual and access to Harris file.

**CURRENT YEARLY COST OF**  
**INFORMATION MANAGEMENT:** 0.6 FTE's \$28,200

**DATA SET:** Form (Purchase Requisitions)

**VINTAGE REQUIREMENT**  
**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Control of ordering office furniture and non-GSA stock items.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**  
**INFORMATION MANAGEMENT:** Manual control

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.2 FTE's \$9,400**

**DATA SET: Form (District Regulations/Memos/Forms)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Needed information disseminated to District staff.  
New forms required. Regulations/memos updated.

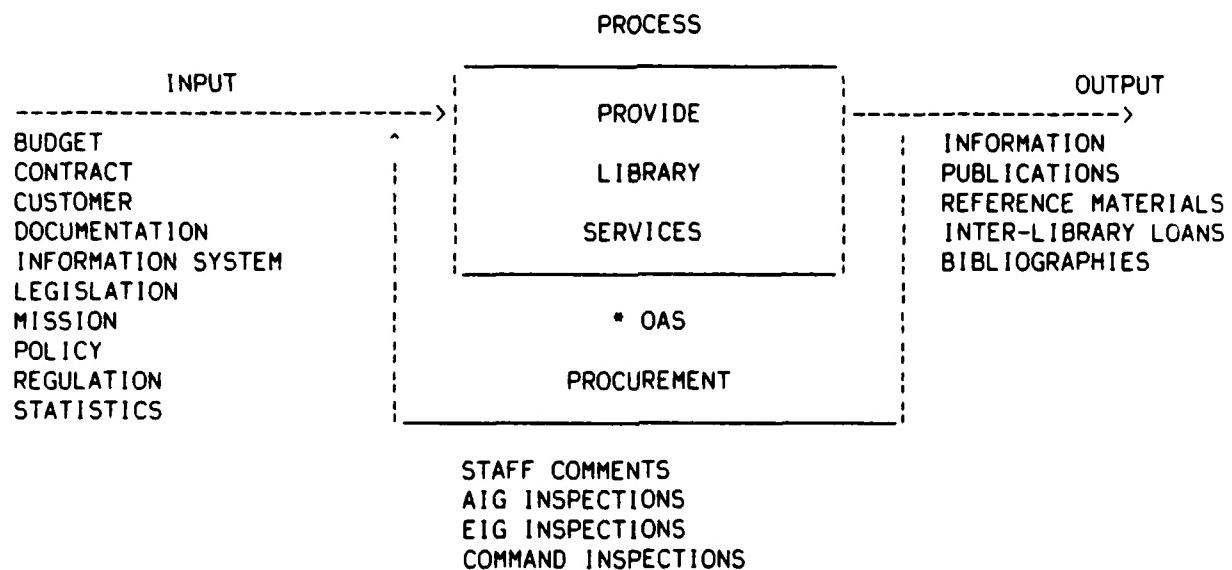
**FREQUENCY THAT DATA SET IS USED:** Each regulation/memo annually;  
Forms biannually

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:** Manual reports and file searches.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.5 FTE's \$23,500**

## 51 PROVIDE LIBRARY SERVICES

Provide library services by procuring, maintaining, and distributing reference material necessary for the technical, administrative, and training needs of the District office.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 51 - Provide Library Services**

**DATA SET: Library (Bibliographic/On-Line Search Services)**

**VINTAGE REQUIREMENT**

**OF DATA SET:** Continual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to search and identify scientific and technical literature in response to requests for information.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Access various data base services (Dialog; Wilson On-Line; Dun & Bradstreet) via a dumb terminal.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.50 FTE's      \$23,500

**DATA SET: Library (Cataloging and Interlibrary Loan)**

**VINTAGE REQUIREMENT**

**OF DATA SET:** Continual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Identifies materials owned by Corps Technical Library; provides descriptive cataloging of book materials and shelf arrangement. Used to borrow and loan materials among libraries.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Use of a dumb terminal to access OCLC to provide cataloging (card production) and borrowing or loaning library materials with other institutions.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.20 FTE's      \$9,400

**DATA SET:** Documentation (Circulation File)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Continual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to record borrowing of library materials.

**FREQUENCY THAT DATA SET IS USED:** Monthly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** File maintained on the Harris.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's \$2,350

**DATA SET:** Information System (Serials Ordering and Claiming)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Continual

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to order or claim library subscriptions.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

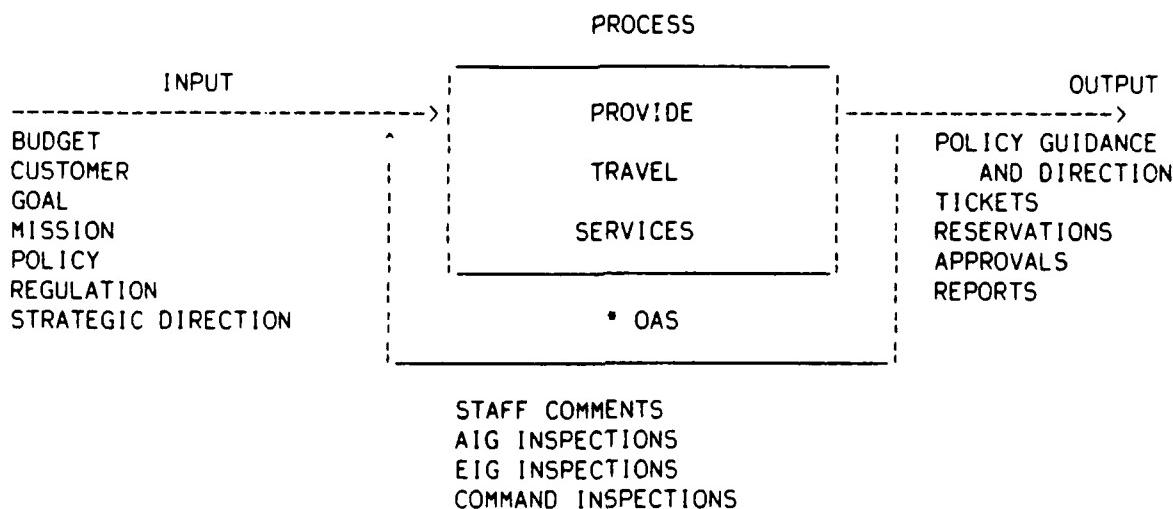
**INFORMATION MANAGEMENT:** Use a dumb terminal to access an on-line serial acquisition service (EBSCONET).

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's \$2,350

## 52 PROVIDE TRAVEL SERVICES

Provide travel services by furnishing guidance and assistance, making reservations and ticket purchases, providing logistical support for local travel, and obtaining recess on approval for overseas travel.

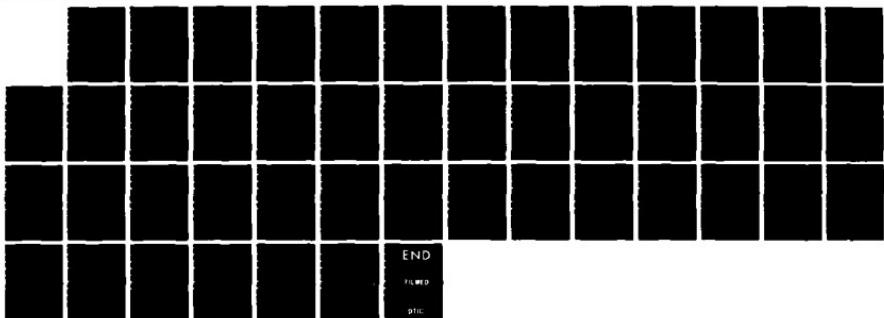


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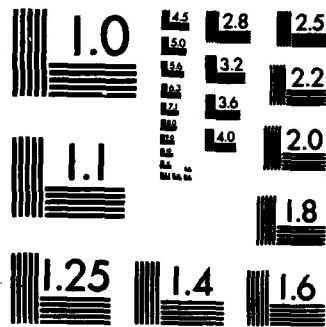
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MICROCOPY RESOLUTION TEST CHART  
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**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 52 - Provide Travel Services**

**DATA SET: Travel (Apollo System)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Itineraries and tickets.**

**FREQUENCY THAT DATA SET IS USED: Daily**

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT: Query system for flight schedules and itinerary  
- make appropriate reservation and obtain ticket.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.8 FTE's \$46,000**

**DATA SET: Travel (Travel Order Information)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Travel orders - assignment of numbers; record of all  
orders; amendments. Expiration dates of repeated travel orders;  
reservation information - notification to travelers who have not made  
reservations.**

**FREQUENCY THAT DATA SET IS USED: Daily**

**CURRENT METHOD OF**

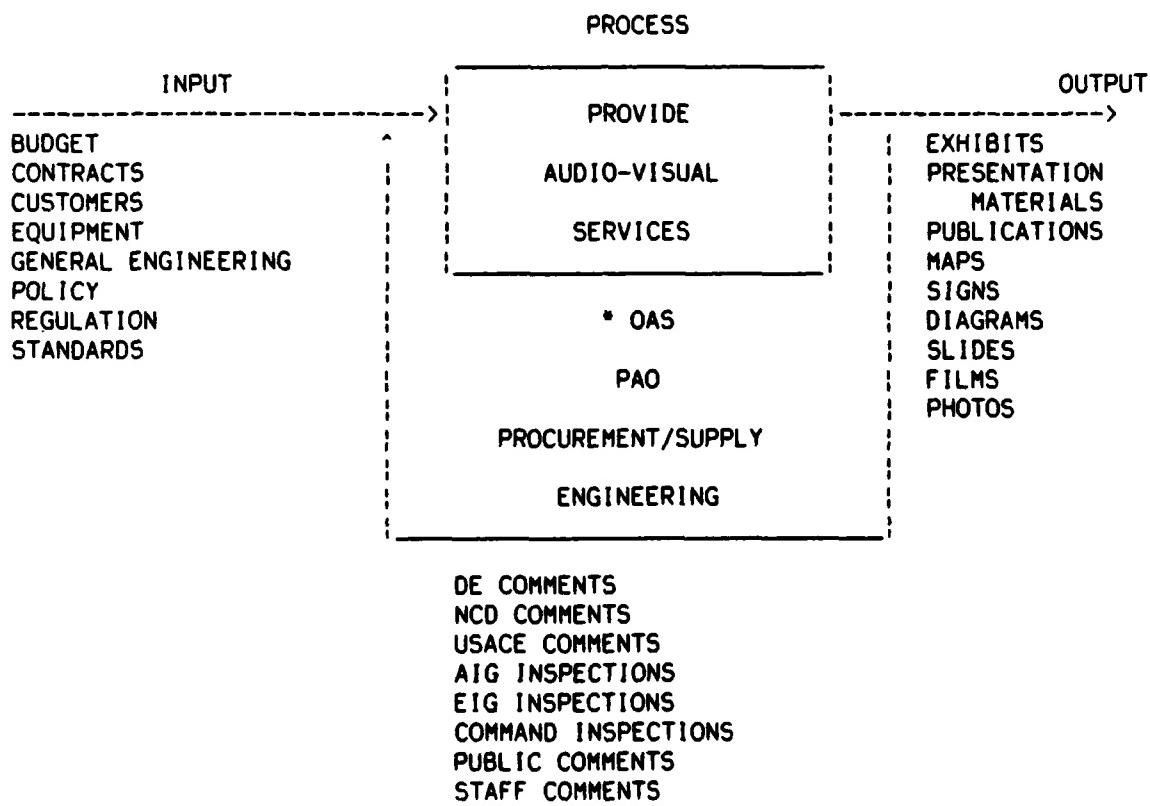
**INFORMATION MANAGEMENT: Manual recording in book; phone calls.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.1 FTE's \$4,700**

## 53 PROVIDE AUDIO-VISUAL SERVICES

Provide audio-visual services by developing presentation materials and exhibits using graphic arts, art work, printing, reproduction, photography and sound.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 53 - Provide Audio-Visual Services**

**DATA SET: Equipment (Slide File)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Continual**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Used to respond to requests for slide material.

**FREQUENCY THAT DATA SET IS USED:** Continual

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** 50 percent of slides are searchable on the Harris computer; the remaining must be searched manually.

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.05 FTE's      \$2,350

**DATA SET: Equipment (Video Tapes)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Assign number, date, and description to tape and file.

**FREQUENCY THAT DATA SET IS USED:** Weekly

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

**DATA SET: Equipment (Photographic Prints)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Assign numbers, date, and description to negative and provide storage.

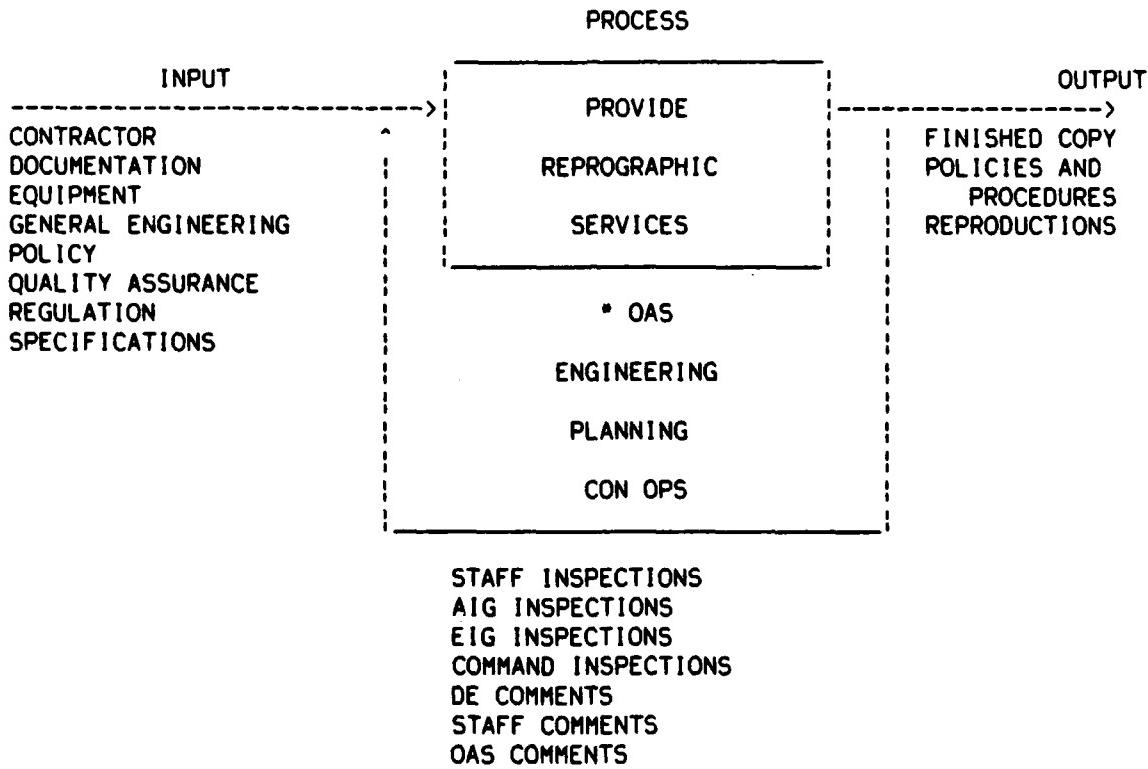
**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.1 FTE's      \$4,700

## 54 PROVIDE REPROGRAPHIC SERVICES

Provide reprographic services by developing policy and procedures for reprographic equipment, controlling internal work flow, and producing finished copy.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 54 - Provide Reprographic Services**

**DATA SET: Reproduction (Negative/Mylar Positive Reproducibles)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Negative and/or mylar positives of engineering drawings.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

**DATA SET: Reproduction (Blackline Prints)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Full size and half size prints of contract, design memo, and report drawings.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.5 FTE's      \$23,500

**DATA SET: Reproduction (Duplicating Services)**

**VINTAGE REQUIREMENT**

**OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Multiple copies of specifications, reports, announcements, and other printed matter.

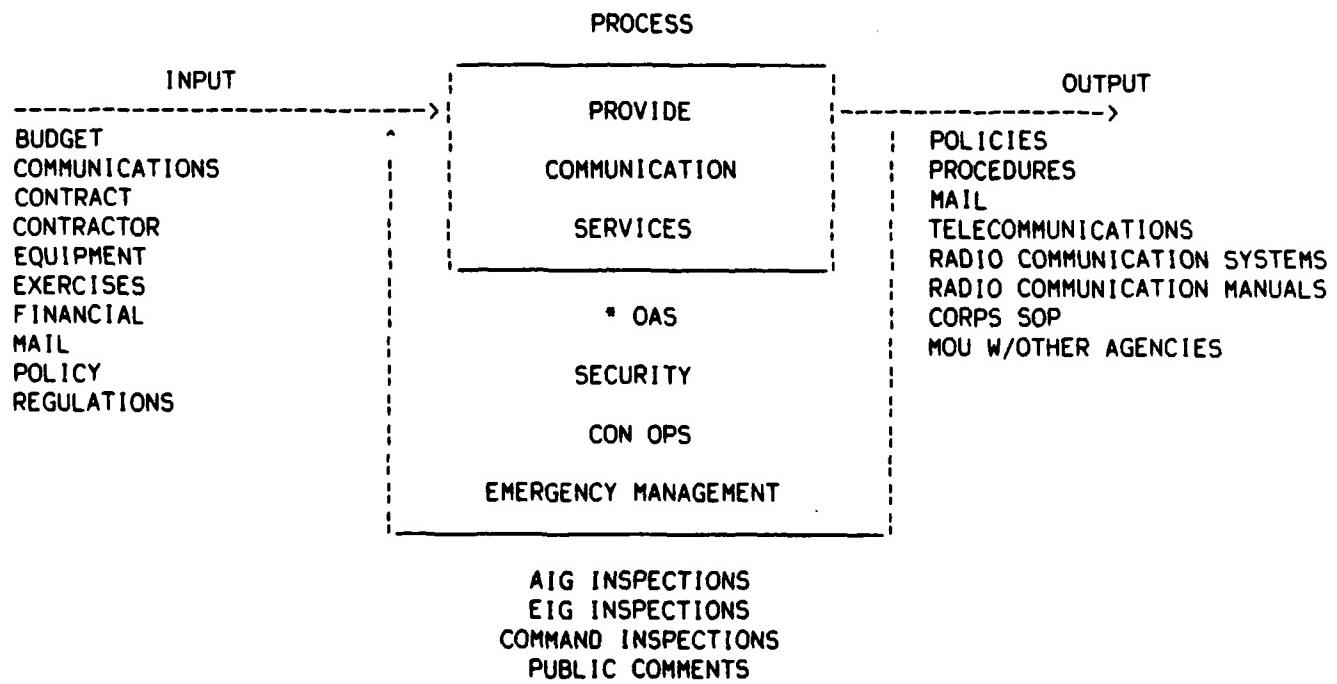
**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF  
INFORMATION MANAGEMENT:**

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT:** 0.6 FTE's      \$28,200

## 55 PROVIDE COMMUNICATION SERVICES

Provide communication services by developing policy and procedures for the operation of communication systems including the receipt, transmission, and distribution of mail, telecommunications, and radio communications.



**IDENTIFICATION OF DATA  
SETS NEEDED TO SUPPORT  
IDENTIFIED DISTRICT PROCESSES**

**PROCESS: 55 - Provide Communication Services**

**DATA SET: Equipment (Telephones)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: Installation and moves of phone equipment.**

**FREQUENCY THAT DATA SET IS USED: Daily to weekly**

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT: Visual access and written requests.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.4 FTE's \$18,800**

**DATA SET: Regulation (Travel Information)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS: NCS Pamphlet 53-1-1**

**FREQUENCY THAT DATA SET IS USED: Annually or when required by revision**

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT: Typewritten format requiring many hours to update.**

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT: 0.2 FTE's \$9,400**

**DATA SET: Form (Telephone Directory)**

**VINTAGE REQUIREMENT  
OF DATA SET: Current**

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Update phone directory frequently and provide frequently used number information in a more pleasing format.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** NCS 727 to DO

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.2 FTE's \$9,400

**DATA SET:** Equipment (Telecopier)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Telecopying information to other Districts/Divisions.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** RAP/COM 3300

**CURRENT YEARLY COST OF**

**INFORMATION MANAGEMENT:** 0.3 FTE's \$14,100

**DATA SET:** Information System (Electronic Mail)

**VINTAGE REQUIREMENT**

**OF DATA SET:** Current

**DECISIONS OR PRODUCTS**

**DATA SET SUPPORTS:** Daily bulletin board - to update on latest travel changes; upcoming fare increases; pertinent changes to travel regulations; notification of upcoming property inventory; what's happening - installation of windows, no heat/air conditioning certain day/hour, etc.

**FREQUENCY THAT DATA SET IS USED:** Daily

**CURRENT METHOD OF**

**INFORMATION MANAGEMENT:** Manual - either by writing DFs or by individual phone calls.

**CURRENT YEARLY COST OF  
INFORMATION MANAGEMENT: 0.1 FTE's      \$4,700**

**INFORMATION SYSTEMS PLAN**

**APPENDIX 2**

**MATRICES**

**MATRIX 1**  
**PROCESS/ORGANIZATION**

PROCESS/ORGANIZATION MATRIX

1 FORMULATE STRATEGIC DIRECTION	H	L
2 ESTABLISH POLICY AND OBJECTIVES	H	H
3 ORGANIZE/DEVELOP WORKFORCE	H	H
4 PLAN FOR MOBILIZATION	H	H
5 MILITARY PROGRAM MANAGEMENT/EXECUTION	H	L
6 CIVIL PROGRAM MANAGEMENT	H	H
7 FORMULATE CIVIL WORKS BUDGET	H	H
8 EXECUTE CIVIL WORKS PROGRAM	H	H
9 CONDUCT CIVIL WORKS PLANNING STUDIES	H	L
10 CONDUCT IJC ACTIVITIES	H	L
11 PREPARE A/E SELECTIONS	H	H
12 PERFORM TECHNICAL ENGINEERING	L	H
13 CONDUCT ECONOMIC AND SOCIAL ANALYSES	L	H
14 CONDUCT LAND USE AND RECREATION PLANNING ACTIVITIES	L	L
15 CONDUCT ENVIRONMENTAL ANALYSES	L	H
16 PREPARE LOCAL COOPERATION AGREEMENTS	L	L
17 COORDINATE REAL ESTATE ACQUISITION BY LOCAL SPONSOR	L	H
18 PERFORM REAL ESTATE ACQUISITION	L	H
19 MANAGE OUTCOMES	L	H
20 DISPOSAL OF REAL PROPERTY	L	H
21 CONSTRUCT CIVIL WORKS PROJECTS	L	H
22 REVISE CLAIMS, APPEALS AND MODIFICATIONS	L	L
23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE ACTIVITIES	L	L
24 PERFORM REGULATION OF RESERVES	L	H
25 MANAGE COMMERCIAL ACTIVITIES PROGRAM	L	H
26 MANAGE R&D PROGRAM	H	H
27 MANAGE SAFETY PROGRAM	H	H
28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT	H	H
29 CONDUCT PUBLIC AFFAIRS PROGRAM	H	H
30 IMPLEMENT REGULATORY PROGRAM	H	H
31 MANAGE VALUE ENGINEERING PROGRAM	H	H
32 ADMINISTER PERSONNEL PROGRAM	H	H
33 MANAGE PROCUREMENT/SUPPLY PROGRAM	H	H
34 MANAGE LOGO PROGRAM	H	H
35 MANAGE HUMAN RESOURCE MANAGEMENT PROGRAM	H	H
36 MANAGE PLANT REPLACEMENT AND IMPROVEMENT PROGRAM	H	H
37 MANAGE EMERGENCY MANAGEMENT PROGRAM	H	H
38 CONDUCT RELocation ASSISTANCE PROGRAM	L	H
39 MANAGE A&P PROGRAM	H	H
40 MANAGE ENERGY CONSERVATION PROGRAM	L	L
41 MANAGE MOTOR VEHICLE PROGRAM	H	H
42 OVERSIGHT MANAGEMENT OF EPA CONSTRUCTION GRANT PROGRAM	H	H
43 MANAGE FINANCIAL AND ACCOUNTING	H	H
44 PROVIDE LEGAL SUPPORT	H	H
45 PROVIDE REVIEW AND AUDIT	H	H
46 CONDUCT REVIEW AND ANALYSIS	H	L
47 DEVELOP COMMUNITY RELATIONS	H	H
48 PROVIDE RECORDS MANAGEMENT	L	H
49 PROVIDE PUBLICATIONS/WORK SERVICES	L	H
50 PROVIDE FACILITIES MAINTENANCE	L	H
51 PROVIDE LIBRARY SERVICES	L	H
52 PROVIDE TRAVEL SERVICES	L	H
53 PROVIDE AUDIO-VISUAL SERVICES	L	H
54 PROVIDE REPROGRAPHIC SERVICES	L	H
55 PROVIDE COMMUNICATION SERVICES	L	H

● - Denotes Lead Office  
 H - Denotes High Involvement  
 M - Denotes Medium Involvement  
 L - Denotes Low Involvement

1 of 2

## MATRIX 1 ES/ORGANIZATION

Lead Office  
High Involvement  
Medium Involvement  
Low Involvement

20f2

**MATRIX 2  
PROCESS/DATA SYSTEM**

PROGRESSIVE DATA SYSTEMS MASTERS

1 FORMULATE STRATEGIC DIRECTION				P		
2 ESTABLISH POLICY AND OBJECTIVES				C		
3 ORGANIZE/DEVELOP WORKFORCE	CC					
4 PLAN FOR MOBILIZATION	C C	C				
5 MILITARY PROGRAM MANAGEMENT/EXECUTION	PPPPPPP	PPP	PPC	P		
6 CIVIL PROGRAM MANAGEMENT	C	C	C			C
7 FORMULATE CIVIL WORKS BUDGET	C	C	C			
8 EXECUTE CIVIL WORKS PROGRAM	CC	C	CC			
9 CONDUCT CIVIL WORKS PLANNING STUDIES	C	C	CC			CCC
10 CONDUCT IJC ACTIVITIES		CC		P	C	
11 PREPARE A/E SELECTIONS			P	P		C
12 PERFORM TECHNICAL ENGINEERING	CCC	C	CCCP	P	C	C
13 CONDUCT ECONOMIC AND SOCIAL ANALYSES				C	C	C
14 CONDUCT LAND USE AND RECREATION PLANNING ACTIVITIES					C	
15 CONDUCT ENVIRONMENTAL ANALYSES					C	
16 PREPARE LOCAL COOPERATION AGREEMENTS	C		C P		P	
17 COORDINATE REAL ESTATE ACQUISITION BY LOCAL SPONSOR						
18 PERFORM REAL ESTATE ACQUISITION						
19 MANAGE OUTGRANTS	C				C	
20 DISPOSAL OF REAL PROPERTY	C					
21 CONSTRUCT CIVIL WORKS PROJECTS	CCCC	C	C	C	C	
22 REVIEW CLAIMS, APPEALS AND MODIFICATIONS			C			
23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE ACTIVITIES	CCCCC	CCCC	CCCC	CCC		C
24 PERFORM REGULATION OF RESERVES	CC	C	C	CC	P	C
25 MANAGE COMMERCIAL ACTIVITIES PROGRAM	C	C		P		
26 MANAGE CEO PROGRAM	C				P	
27 MANAGE SAFETY PROGRAM					C	
28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT	CC	C	C		C	
29 CONDUCT PUBLIC AFFAIRS PROGRAM	C			C		
30 IMPLEMENT REGULATORY PROGRAM		C	C	C		
31 MANAGE VALUE ENGINEERING PROGRAM			C	P	P	
32 ADMINISTER PERSONNEL PROGRAM	CC	C		C	P	
33 MANAGE PROCUREMENT/SUPPLY PROGRAM					C	
34 MANAGE SABTU PROGRAM					C	
35 MANAGE HAZARDOUS WASTE MANAGEMENT PROGRAM	C	C	C			
36 MANAGE PLANT REPLACEMENT AND IMPROVEMENT PROGRAM				CC	C	
37 MANAGE EMERGENCY MANAGEMENT PROGRAM	C	CC		C	P	C
38 CONDUCT RELOCATION ASSISTANCE PROGRAM				C	CC	CC
39 MANAGE ADP PROGRAM						
40 MANAGE ENERGY CONSERVATION PROGRAM						
41 MANAGE MOTOR VEHICLE PROGRAM					P	
42 OVERSIGHT MANAGEMENT OF EPA CONSTRUCTION GRANT PROGRAM						
43 MANAGE FINANCE AND ACCOUNTING	CC		C	CC		
44 PROVIDE LEGAL SUPPORT	C			C		
45 PROVIDE REVIEW AND AUDIT				C		
46 CONDUCT REVIEW AND ANALYSIS				C		
47 DEVELOP COMMUNITY RELATIONS						
48 PROVIDE RECORDS MANAGEMENT						
49 PROVIDE PUBLICATIONS/FOUNDS SERVICES						
50 PROVIDE FACILITIES MAINTENANCE				C	C	
51 PROVIDE LIBRARY SERVICES					C	CCC
52 PROVIDE TRAVEL SERVICES						
53 PROVIDE AUDIO-VISUAL SERVICES						
54 PROVIDE REPROGRAPHIC SERVICES						
55 PROVIDE COMMUNICATION SERVICES						

C Process currently being supported by the data system.  
P Plans to use the data system to support the process.

P Plans to use the data system to support the process.

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# **MATRIX 3 DATA SYSTEM/ORGANIZATION**

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## **EATION**

MATRIX<sup>4</sup>  
PROCESS/DATA SET

## PROCESS/DATA SET NO.

- 1 FORMULATE STRATEGIC DIRECTION
- 2 ESTABLISH POLICY AND OBJECTIVES
- 3 ORGANIZE/DEVELOP WORKFORCE
- 4 PLAN FOR MOBILIZATION
- 5 MILITARY PROGRAM MANAGEMENT/EXECUTION
- 
- 6 CIVIL PROGRAM MANAGEMENT
- 7 FORMULATE CIVIL WORKS BUDGET
- 8 EXECUTE CIVIL WORKS PROGRAM
- 9 CONDUCT CIVIL WORKS PLANNING STUDIES
- 10 CONDUCT IJC ACTIVITIES
- 
- 11 PREPARE A/E SELECTIONS
- 12 PERFORM TECHNICAL ENGINEERING
- 13 CONDUCT ECONOMIC AND SOCIAL ANALYSES
- 14 CONDUCT LAND USE AND ZONING PLANS
- 15 CONDUCT ENVIRONMENTAL ANALYSES
- 
- 16 PREPARE LOCAL COOPERATION AGREEMENTS
- 17 COORDINATE REAL ESTATE ACQUISITION
- 18 PERFORM REAL ESTATE ACQUISITION
- 19 HIRE CONTRACTORS
- 20 DISPOSITION OF REAL PROPERTY
- 
- 21 CONSTRUCT CIVIL WORKS PROJECTS
- 22 REVIEW CLAIMS, APPEALS AND REQUESTS
- 23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE
- 24 PERFORM REGULATION OF RESERVING
- 25 MANAGE COMMERCIAL ACTIVITIES PROGRAM
- 
- 26 MANAGE HED PROGRAM
- 27 MANAGE SAFETY PROGRAM
- 28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT
- 29 CONDUCT PUBLIC AFFAIRS PROGRAM
- 30 IMPLEMENT REGULATORY PROGRAM
- 
- 31 MANAGE VALUE ENGINEERING PROGRAM
- 32 ADMINISTER PERSONNEL PROGRAM
- 33 MANAGE PROCUREMENT/SUPPLY PROGRAM
- 34 MANAGE LOGO PROGRAM
- 35 MANAGE PROPERTY MANAGEMENT PROGRAM
- 
- 36 MANAGE PLANT REPLACEMENT AND IMPROVEMENTS
- 37 MANAGE EMERGENCY MANAGEMENT PROGRAM
- 38 CONDUCT RELocation ASSISTANCE PROGRAM
- 39 MANAGE R&D PROGRAM
- 40 MANAGE ENERGY CONSERVATION PROGRAM
- 
- 41 MANAGE MOTOR VEHICLE PROGRAM
- 42 OVERSIGHT MANAGEMENT OF SPA CONSTRUCTION
- 43 MANAGE FINANCE AND ACCOUNTING
- 44 PROVIDE LEGAL SUPPORT
- 45 PROVIDE REVIEW AND AUDIT
- 
- 46 CONDUCT REVIEW AND ANALYSIS
- 47 DEVELOP COMMUNITY RELATIONS
- 48 PROVIDE RECORDS MANAGEMENT
- 49 PROVIDE PUBLIC INFORMATION SERVICES
- 50 PROVIDE FACILITIES MAINTENANCE
- 
- 51 PROVIDE LIBRARY SERVICES
- 52 PROVIDE TUTORIAL SERVICES
- 53 PROVIDE AUDIO-VISUAL SERVICES
- 54 PROVIDE REPROGRAPHIC SERVICES
- 55 PROVIDE COMMUNICATION SERVICES

Indicates: (1) Processes supported

1 of 2

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ree supported by each data set, and (2) Processes which share data sets.

208(2)

**MATRIX S**  
**DATA SET/INFORMATION SYSTEM**

**I Shows which information systems are supported by which**

Ref 2

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ried by which date sets.

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# DATA SET/MATRIX<sup>S</sup> ORGANIZATION

DATA SETS/ORGANIZATION				
1 AUDIT/REVIEW				
2 BUDGET	●		●	
3 COMMERCIAL ACTIVITY	●	●		
4 CONSTRUCTION				
5 CONTRACT	●	●	●	●
6 CONTRACTOR	●	●	●	●
7 COOPERATIVE AGREEMENT				●
8 COST ESTIMATE		●		
9 CULTURAL				
10 CUSTOMER	●	●	●	●
11 DESIGN ENGINEERING		●		
12 DOCUMENTATION	●	●	●	●
13 ECONOMIC				
14 ENVIRONMENT				
15 EQUIPMENT		●		
16 FACILITY			●	●
17 FINANCIAL		●		
18 FORM				
19 FURNITURE				
20 GENERAL ENGINEERING		●		
21 GEOTECHNICAL		●		
22 HYDRAULICS		●		
23 HYDROLOGY		●		
24 INFORMATION SYSTEM			●	●
25 INTEREST GROUP	●	●	●	●
26 LE AD				
27 LIBRARY		●	●	
28 MANAGEMENT				
29 MATERIAL				
30 MEDIA				
31 NATURAL RESOURCE				
32 NAVIGATION				
33 OPERATIONS & MAINTENANCE				
34 ORGANIZATION	●	●	●	
35 PERFORMANCE	●			
36 PERSONNEL	●	●	●	●
37 PLANNING				
38 PLANT				
39 POLICY	●	●	●	
40 POSITION/SPACE	●	●	●	●
41 REAL ESTATE				
42 REGULATION	●	●	●	
43 REGULATORY				
44 REPRODUCTION	●	●	●	●
45 SAFETY		●		
46 SECURITY	●			
47 SOCIAL				
48 SPECIFICATIONS	●			
49 SUPPLY				
50 SURVEYS & MAPPING				
51 TRAVEL				
52 VALUE ENGINEERING	●	●	●	●
53 WORKLOAD				

● Responsibility      \* Major Involved

1 of 2

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## ATION

DATA SETS/ORGANIZATION									
1 AUDIT/REVIEW				00	0				0
2 BUDGET	0	0	0	0	0	0	0	0	0
3 COMMERCIAL ACTIVITY	0	0	0	0	0				0
4 CONSTRUCTION								0	0
5 CONTRACT	0	0	0	0	0	0	0	0	0
6 CONTRACTOR	0	0	0	0	0	0	0	0	0
7 COOPERATIVE AGREEMENT			0	0					0
8 COST ESTIMATE	0			0		0	0	0	0
9 CULTURAL						0	0	0	0
10 CUSTOMER	0	0	0	0	0	0	0	0	0
11 DESIGN ENGINEERING	0					0	0	0	0
12 DOCUMENTATION	000	00000	00000	00000	00000	00000	00000	00000	00000
13 ECONOMIC						0	0	0	0
14 ENVIRONMENT						0	0	0	0
15 EQUIPMENT	000		0	0		0	0	0	0
16 FACILITY		0							0
17 FINANCIAL	0		0		0	0	0	0	0
18 FORM									0
19 FURNITURE								0	
20 GENERAL ENGINEERING	0					0	0		
21 GEOTECHNICAL	0					0	0	0	0
22 HYDRAULICS	0					0	0	0	0
23 HYDROLOGY	0					0	0	0	0
24 INFORMATION SYSTEM	00000	000	000	000	000	00000	00000	00000	00000
25 INTEREST GROUP	0		0			0	0	0	0
26 LEGAL									
27 LIBRARY	00	000				0	00000	00000	00000
28 MANAGEMENT						0			00
29 MANPOWER			0			0	00		00
30 MEDIA			0			0	0		0
31 NATURAL RESOURCE								0	0
32 NAVIGATION								0	0
33 OPERATIONS & MAINTENANCE								0	0
34 ORGANIZATION	00	0	0	0	0	0	0	0	0
35 PERFORMANCE	0				0	0	0	0	0
36 PERSONNEL	000	000	000	000	000	00000	00000	00000	00000
37 PLANNING							0		
38 PLANT							0		
39 POLICY	000	000	000	000	000	00000	00000	00000	00000
40 POSITION/SPACE	000	000	000	000	000	00000	00000	00000	00000
41 REAL ESTATE						00000	00000	00000	00000
42 REGULATION	000		000	000	000	00000	00000	00000	00000
43 REGULATORY									
44 REPRODUCTION	0	0	000			00000	00000	00000	00000
45 SAFETY	0		0			00000	00000	00000	00000
46 SECURITY	0							0	0
47 SOCIAL								0	0
48 SPECIFICATIONS	0					00000	00000	00000	00000
49 SUPPLY						00000	00000	00000	00000
50 SURVEYS & MAPPING						00000	00000	00000	00000
51 TRAVEL									
52 VALUE ENGINEERING	0	0	0	0	0	000000000	000000000	000000000	000000000
53 WORKLOAD						000000000	000000000	000000000	000000000

### • Responsibility

\* Major Involvement

### o Some Involvement

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## MATRIX 7

INFORMATION  
ARCHITECTURE

DATA SETS

PROCESS

- 1 FORMULATE STRATEGIC DIRECTION
- 2 ESTABLISH POLICY AND OBJECTIVES
- 4 PLAN FOR MOBILIZATION
- 37 MANAGE EMERGENCY MANAGEMENT PROGRAM
- 22 REVIEW CLAIMS, APPEALS AND MODIFICATIONS
- 26 MANAGE EEO PROGRAM
- 27 MANAGE SAFETY PROGRAM
- 28 MANAGE SECURITY PROGRAM & LAW ENFORCEMENT
- 29 CONDUCT PUBLIC AFFAIRS PROGRAM
- 40 MANAGE ENERGY CONSERVATION PROGRAM
- 44 PROVIDE LEGAL SUPPORT
- 45 PROVIDE REVIEW AND AUDIT
- 46 CONDUCT REVIEW AND ANALYSIS
- 47 DEVELOP COMMUNITY RELATIONS
- 5 MILITARY PROGRAM MANAGEMENT/EXECUTION
- 6 CIVIL PROGRAM MANAGEMENT
- 11 PREPARE A/E SELECTIONS
- 16 PREPARE LOCAL COOPERATION AGREEMENTS
- 31 MANAGE VALUE ENGINEERING PROGRAM
- 8 EXECUTE CIVIL WORKS PROGRAM
- 9 CONDUCT CIVIL WORKS PLANNING STUDIES
- 10 CONDUCT IJC ACTIVITIES
- 12 PERFORM TECHNICAL ENGINEERING
- 13 CONDUCT ECONOMIC AND SOCIAL ANALYSES
- 14 CONDUCT LAND USE AND RECREATION PLANNING ACTIVITIES
- 15 CONDUCT ENVIRONMENTAL ANALYSES
- 17 COORDINATE REAL ESTATE ACQUISITION BY LOCAL SPONSORS
- 18 PERFORM REAL ESTATE ACQUISITION
- 19 MANAGE OUTGRANTS
- 20 DISPOSAL OF REAL PROPERTY
- 38 CONDUCT RELOCATION ASSISTANCE PROGRAM
- 21 CONSTRUCT CIVIL WORKS PROJECTS
- 23 CONDUCT PROJECT OPERATIONS AND MAINTENANCE ACTIVITIES
- 24 PERFORM REGULATION OF RESERVOIRS
- 30 IMPLEMENT REGULATORY PROGRAM
- 33 MANAGE PROCUREMENT/SUPPLY PROGRAM
- 34 MANAGE SADBU PROGRAM
- 36 MANAGE PLANT REPLACEMENT AND IMPROVEMENT PROGRAM
- 41 MANAGE MOTOR VEHICLE PROGRAM
- 42 OVERSIGHT MANAGEMENT OF EPA CONSTRUCTION GRANT PROGRAM
- 3 ORGANIZE/DEVELOP WORKFORCE
- 7 FORMULATE CIVIL WORKS BUDGET
- 25 MANAGE COMMERCIAL ACTIVITIES PROGRAM
- 32 ADMINISTER PERSONNEL PROGRAM
- 35 MANAGE MANPOWER MANAGEMENT PROGRAM
- 39 MANAGE ADP PROGRAM
- 43 MANAGE FINANCE AND ACCOUNTING
- 48 PROVIDE RECORDS MANAGEMENT
- 49 PROVIDE PUBLICATIONS/FORMS SERVICES
- 50 PROVIDE FACILITIES MAINTENANCE
- 51 PROVIDE LIBRARY SERVICES
- 52 PROVIDE TRAVEL SERVICES
- 53 PROVIDE AUDIO-VISUAL SERVICES
- 54 PROVIDE REPROGRAPHIC SERVICES
- 55 PROVIDE COMMUNICATION SERVICES

2 BUDGET  
 3 COMMERCIAL ACTIVITY  
 15 EQUIPMENT  
 16 FACILITY  
 17 FINANCIAL  
 18 FORM  
 19 FURNITURE

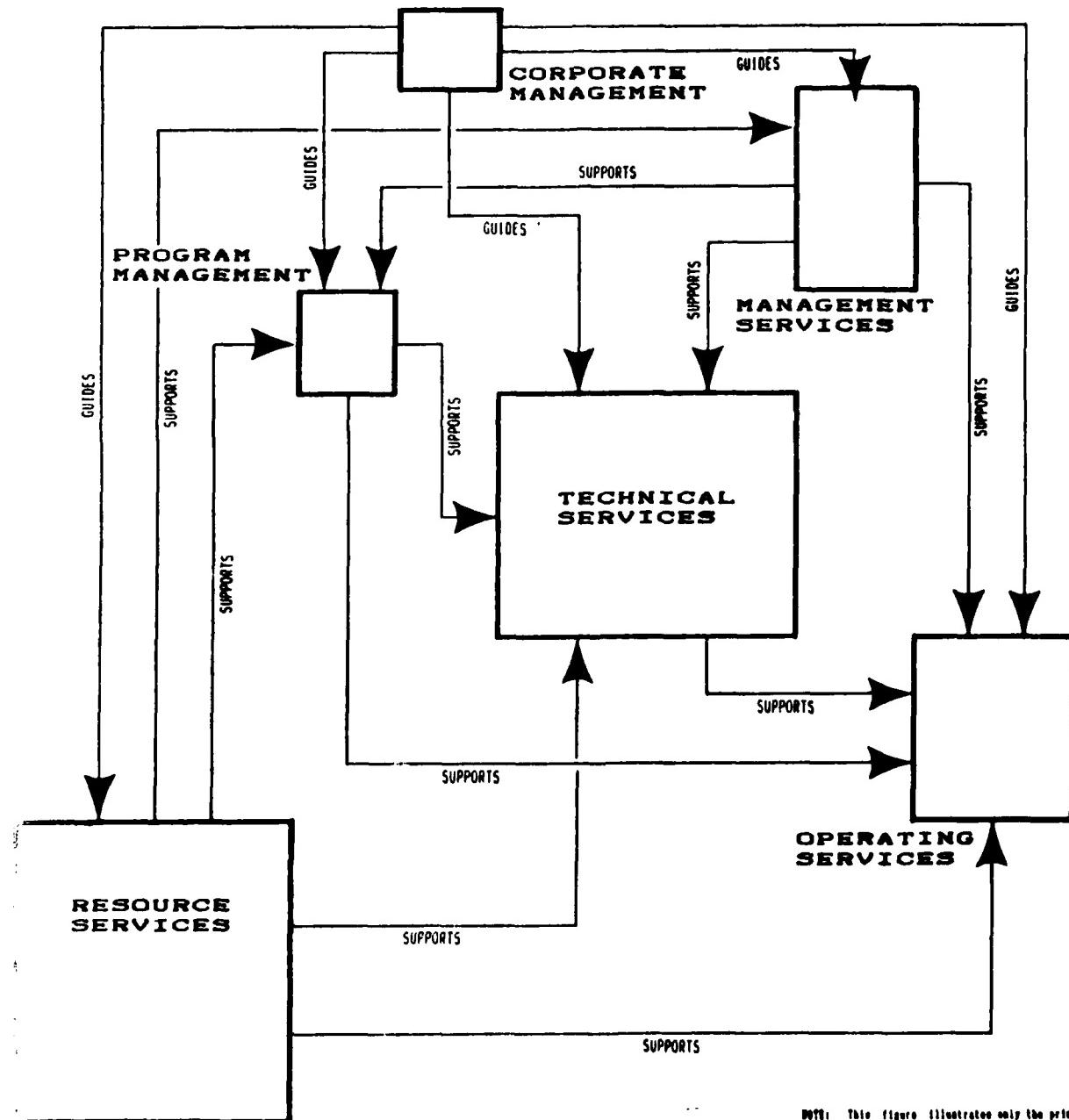
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- # 7
- |                             |                         |
|-----------------------------|-------------------------|
| 2 BUDGET                    | 3 COMMERCIAL ACTIVITY   |
| 15 EQUIPMENT                | 16 FACILITY             |
| 17 FINANCIAL                | 18 FORM                 |
| 19 FURNITURE                | 24 INFORMATION SYSTEM   |
| 27 LIBRARY                  | 40 POSITION/SPACE       |
| 29 MANPOWER                 | 44 REPRODUCTION         |
| 36 PERSONNEL                | 51 TRAVEL               |
| 35 PERFORMANCE              | 7 COOPERATIVE AGREEMENT |
| 28 MANAGEMENT               | 35 VALUE ENGINEERING    |
| 35 DESIGN                   | 52 WORKLOAD             |
| 51 DOCUMENTATION            | 10 CUSTOMER             |
| 25 INTEREST GROUP           | 25 INTEREST GROUP       |
| 34 ORGANIZATION             | 34 ORGANIZATION         |
| 39 POLICY                   | 42 REGULATION           |
| 8 COST ESTIMATE             | 6 CULTURAL              |
| 9 CULTURAL                  | 11 DESIGN ENGINEERING   |
| 11 DESIGN ENGINEERING       | 12 DOCUMENTATION        |
| 21 GEOTECHNICAL             | 13 ECONOMIC             |
| 22 HYDRAULICS               | 14 ENVIRONMENT          |
| 23 HYDROLOGY                | 20 GENERAL ENGINEERING  |
| 37 PLANNING                 | 21 GEOTECHNICAL         |
| 41 REAL ESTATE              | 22 HYDRAULICS           |
| 47 SOCIAL                   | 23 HYDROLOGY            |
| 48 SPECIFICATIONS           | 37 PLANNING             |
| 50 SURVEYS & MAPPING        | 1 AUDIT/REVIEW          |
| 1 CONSTRUCTION              | 5 CONTRACT              |
| 6 NATURAL RESOURCE          | 26 LEGAL                |
| 31 NAVIGATION               | 45 SAFETY               |
| 32 OPERATIONS & MAINTENANCE | 46 SECURITY             |
| 33 PLANT                    | 30 MEDIA                |
| 43 REGULATORY               | 41 REAL ESTATE          |
| 49 SUPPLY                   | 47 SOCIAL               |



NOTE: This figure illustrates only the primary flow of information between matrix elements. Feed back occurs between all elements of the matrix organization even though lines and arrows are not shown on this figure.

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## INFORMATION SYSTEMS

1. General Use. These are systems and applications of a general nature not otherwise falling into the specific systems listed below.
2. COEMIS-FA (Corps of Engineers Management Information System-Finance and Accounting) is part of the Corps-wide standard automated information system. This sub-system provides three modules for civil, military, and revolving fund accounting. The system provides for update and maintenance of financial and cost records, using standard transaction codes and cost codes.
3. COEMIS-PA (Corps of Engineers Management Information System-Personnel Administration) is a sub-system which provides personnel documents, suspense listings, statistics, and reports for local personnel management functions.
4. COEMIS-Trng. & Dev. (Corps of Engineers Management Information System-Training and Development) sub-system. This sub-system provides for planning, scheduling, tracking, and reporting of civilian training and development activities.
5. Manpower-FTE. This system provides full-time equivalency ceiling and manpower work year utilization data for managers on a monthly basis.
6. CETAL/MITAL - Corps of Engineers Time, Attendance and Labor/Micro Time Attendance and Labor. These systems provide the means for timekeepers to input a single entry to update time and attendance payroll records and labor cost hours worked.
7. Funds Control. This system provides up-to-date status on availability of funds to avoid overobligations.
8. 2101/3011A - Schedule of Obligations and Expenditures System provides a means of monthly updating to HQUSACE the planned funding schedule for the current fiscal year, and the actual expenditures and obligations.
9. COEMIS RAPM/PRISM (Corps of Engineers Management Information System Resource Allocation Project Management/Project and Resource Information for Management) is an interactive project management information system designed to provide a common systematic process for management of District functions. PRISM will provide upward reports, exception reports, or CPM networks as required. Interfaces to the PA and F&A modules will provide organizational staffing information and funds and manpower actually used.
10. Legal Systems - WESLAW, JURIS, CEALS. Various systems designed to support both managing and working attorneys.
11. AMPRS (Automated Military Construction Progress Reporting System) is a system for managing and reporting the status of the Military Construction Program. It monitors schedules, progress, cost estimates, authorized amounts, disbursement of funds, and design/construction contract modification files.

12. ISAL (Information Systems Applications Library). This is a planned library of all information systems applications, language used, capabilities, originator, system requirements, etc.
13. CAB (Civil Works Automated Budget) supports the development of the civil works budget. Data for current and budget years are submitted by object class. These are then consolidated by appropriation.
14. Accountable Property Inventory system provides a listing of all capitalized assets and otherwise accountable property. Future enhancements would provide capability for fixed asset accounting, depreciation and PRIP increment calculations, and reconciliation with asset accounts.
15. CEPMS (Corps of Engineers Performance Measurement System). This system provides information for evaluation and management assessments of performance measurement indicators as an aid to improving performance.
16. PRIP (Plant Replacement and Improvement Program). This system provides information on the amount of increment to be assessed as part of the usage rate capital asset to cover the increased cost of replacements over the original cost of the items.
17. Electronic Mail System. This is a system providing the capabilities for receiving, reading, creating, and sending correspondence through the use of electronic communications systems and computers.
18. Navigation Ice Report. This system provides daily information on the status of Mississippi River navigation conditions.
19. WATSTORE. This system is resident on USGS computer system and provides hydrologic/hydrometeorologic data at various data collection points on rivers and streams in the U.S.
20. FWS Wetlands Data Base. This is a data base maintained by the Fish and Wildlife Service which provides various environmental data for wetlands.
21. AFOS - Automation of Field Observation and Services. This is a NOAA data base which provides current online climatological data.
22. ACASS (Architect-Engineer Contract Administration Support System). This Corps-wide system is maintained at NPD and consists of a data base containing data from GSA SF-254's. It provides the capability of obtaining lists of firms meeting specific criteria established for the project involved.
23. OCLC (Online Computer Library Center). This system provides information and services on library holdings.
24. DIALOG Information Retrieval Service. This service has in excess of 200 data bases available for effective research of a wide range of subjects.

25. EBSCONET is an online subscription ordering service.
26. Science and Technology Data Base.
27. CIS (Chemical Information System) is an integrated online system covering a variety of subjects related to chemistry and is of particular value relating to physical values, toxicity, and environmental effects.
28. CSIN (Chemical Substances Information Network) is a network which provides access to several existing online information systems relating to toxic substances and their environmental effect.
29. PMS (Performance Monitoring System) is a system which provides the means for collecting data relating to lock operations and produce various types of statistical and analytical reports.
30. NRMS (Natural Resource Management System) provides the capability to collect and analyze annual recreation facility and natural resource management information on projects. Reports are used in the performance of the Corps natural resource management mission and the information is provided to other agencies and Congress.
31. SIMS (Safety Information Management System) is an interactive system providing information for risk management and loss control; hazard analysis; accident investigation, reporting and analysis on government and contractor operations.
32. CHEERS (Check Expediting and Reporting System) consists of several programs covering the disbursing function of Corps civil funded activities.
33. Automated Travel System provides the means of recording, maintaining, and computing travel targets, travel expenditures and obligations by class, and percent of target obligated.
34. Warehouse Inventory System (proposed) will provide an automated means of maintaining, monitoring usage, and controlling small store inventories at the Fountain City Boatyard and any other facility.
35. Computer Utilization and Billing System provides the capability to bill back to users the costs for ADPE usage, programming, and equipment usage charges for entry into COEMIS.
36. DARTS (Data Requirements Transfer System) is a data base which provides configuration information for current and planned data processing including: resident management information system applications, hardware and software, data transfer media, telecommunications equipment, and current annual communications costs.

37. AIDS (Army Information Data System) provides a means of maintaining a complete inventory of all data systems within the Army establishment to reduce system duplication and development, promote system standardization and compatibility, and provide management with an inventory of all data systems used and available to promote improved administration of ADP resources.
38. CEHIS (Corps of Engineers Hardware Inventory System) provides the ability to interactively input and update each unique item of ADP equipment and provide for equipment identification, procurement costs, maintenance fees, and planned equipment disposition.
39. CAPM (Contract Administration Procurement Management System) is a Corps-wide automated contract and procurement data management information system designed to expedite reporting procedures for DD Forms 350 and 1057 reports and provide a variety of monthly special reports.
40. CACES (Computer Aided Cost Estimating System) is designed to aid cost estimators in preparing final design cost estimates. The system integrates cost estimates, specifications, and design criteria.
41. Contract/Purchase Order Registers is a system designed to automate much of the clerical work involved with administering and monitoring of contracts and purchase orders.
42. CILS (Corps-Wide Information Locator System) provides the capability for search procedures to locate information concerning reports and forms used within the Corps.
43. CAMIS (Commercial Activities Management Information System) is a data base of manpower, scheduling, organizational, and cost information which serves as an inventory of Corps activities to support A76 Program requirements.
44. HEC Program Library contains a variety of hydraulic/hydrologic computer programs designed and maintained by HEC in support of engineers involved in hydraulic/hydrologic design activities.
45. WES Program Library contains a wide variety of engineering computational programs in several disciplines.
46. ECPL (Engineer Computer Program Library) is maintained by the Waterways Experiment Station.
47. CAEDS (Computer Aided Engineering and Design System) is an integrated system of design tools currently under development which will support design engineer activities.
48. ADP 5-Year Financial Plan provides budgetary information on the cost of the ADP function for current, budget, and out-years as well as narrative plans involving the projected utilization of ADP and ADPE.

49. EISDB (Environmental Information System Data Base) is a planned system which will provide environmental information on species and habitat which could be affected by proposed projects.
50. Permits Evaluation and Enforcement Data Base is a system which provides a means of monitoring permit activities from inception to final disposition including both permit evaluations and investigations relative to alleged permit violations.
51. Floodplain Information System is resident at the University of Minnesota and maintained by the Corps under provisions of agreement with Minnesota Department of Natural Resources.
52. CWIS (Civil Works Information System) receives, stores, and provides program and budget data on active, inactive, deferred, fully-funded, and completed projects and surveys specifically authorized by Congress.
53. COEDAMS and DAMS (Corps of Engineers Dams) are project inventory data bases, one Corps projects, the other national, used in support of Emergency Operations and Water Control activities and program management.
54. Vehicles Information Management System is a partially completed system which will provide inventory, usage, cost, and charge-back to user accounts and other information on the District's government-owned vehicles.
55. COEMIS-EEO (Corps of Engineers Management Information System Equal Employment Opportunity Module) is a series of programs providing EEO statistics.
56. DEIS (Defense Energy Information System) Data Entry System allows FOA's to enter their data to a Corps system which collates, formats, and feeds Corps data to Department of Defense system to track energy consumption and costs.
57. WCDS (Water Control Data System) (projected) provides a series of interactive and real-time data collection, storage, manipulation, and retrieval programs used in support of Water Control activities, especially during periods of high runoff.
58. Census Data is a storage and retrieval system providing access to various national census data for use in future growth/use predictions for project formulation activities.
59. LANDSAT is a system utilizing a geo-orbiting satellite with the capability of sensing various frequency ranges of radiation and translating the data into land use determinations (potential use).
60. FORCON is a system used for determining allocation of manpower to FOA's based on workload, considering such factors as in-house versus contract effort, man-year costs, and workload mix.

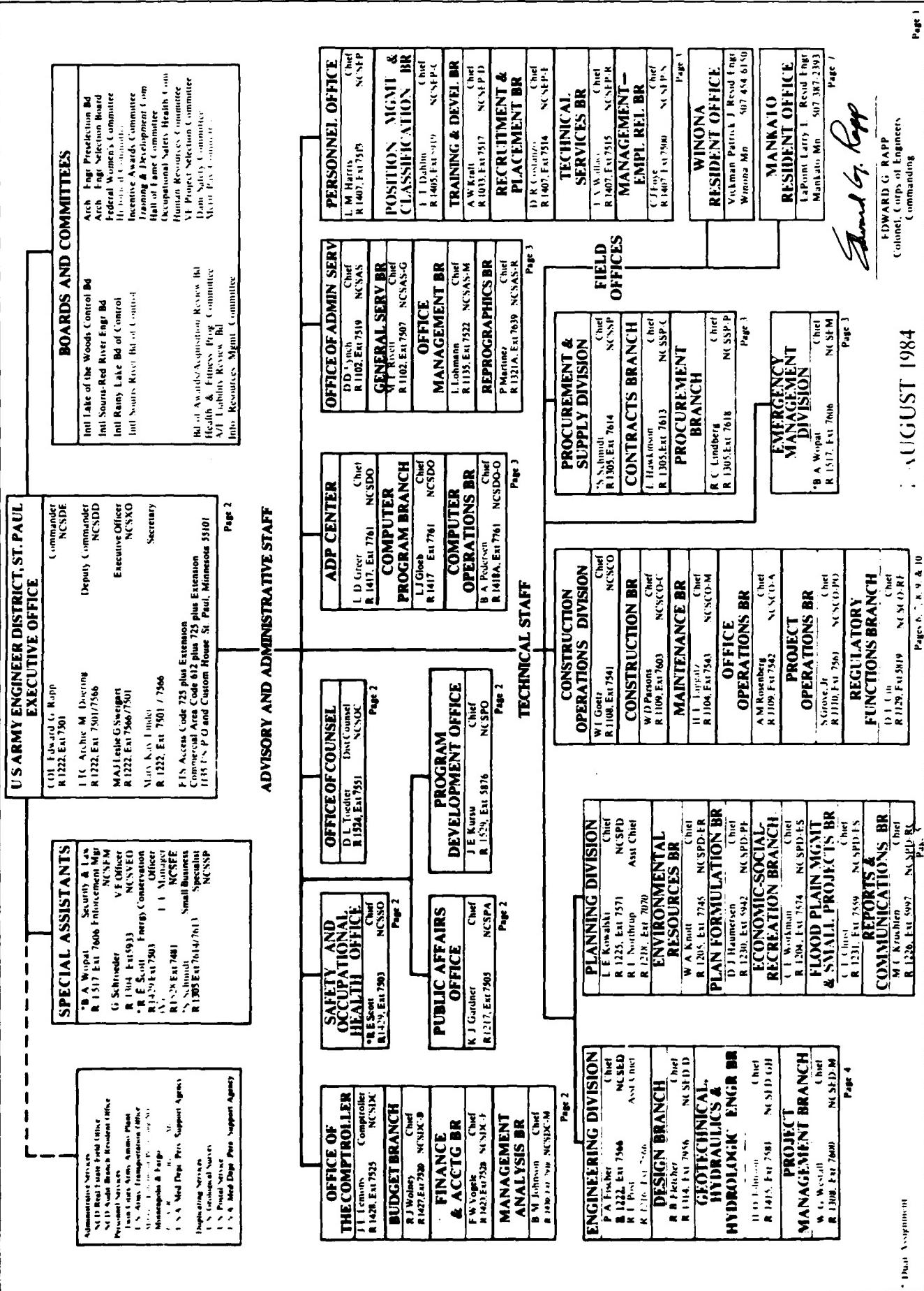
61. Civil Works Activities-Project Historical and Record Data is a system which maintains current information on authorized projects relative to costs and benefits.
62. Intensive Management Milestone System contains data on studies and projects in advance engineering and design including established target milestone completion time to monitor how well the programs are achieving completion time objectives. It also provides input to CEPMS.
63. CWMIS (Civil Works 5-Year Construction Program) consists of a data file of all active authorized projects not yet funded for initiation and certain unauthorized projects having the potential for authorization and initiation in the 5-year period.
64. Forms and Supplies Inventory System provides a means of maintaining adequate levels of forms and common office supplies, monitors usage, flags items for reorder, and maintains running inventory.
65. Reproduction Cost Distribution System is an automated billing system for reproduction and photo services provided to users.
66. Automated Overtime Management System allows for creation of overtime requests, maintains a file of names authorized to work overtime by pay period, provides a means to check hours worked and whether annual leave was taken in the same period.
67. District Directory is an interactive entry and update of personnel in the District office, showing location and duty phone.
68. Automated Plant Utilization Management System provides inventory, usage, cost, maintenance, and procurement data for plant.
69. Automated Label System provides the capability to create and maintain addressee files and selectively print labels according to specified criteria.
70. Shop Drawing Register (proposed) will provide the means of monitoring the status of shop drawings required for construction and submitted for approval.
71. Jobs Bill Data Base contains information concerning work being accomplished under the Jobs Act including project name, work items, costs, scheduled and actual obligations and expenditures, contract dates, and numbers of jobs created.
72. Inventory of Micro Software Packages (proposed) will contain an inventory of all micro computer software packages purchased including name, description, revision, cost, user, and license data.

73. CWOMABS (O&M Automated Budget System) is an interactive data base system used in support of budget prioritization and support justification to higher authorities and provides historical data needed to develop an automated work allocation/execution system.
74. SAMS (Superfund Automated Management System) is a centralized data base relating to superfund projects containing information used in both design and construction.
75. Engineering Drawings and Map Files Index provides the ability to enter new drawings and maps into the index, maintain an inventory showing project, title, drawing/map number, location, and sign-out information.
76. REASRS (Real Estate Automated Status Reporting System) provides an automated system of maintaining and retrieving inleasing records, project land acquisition data, excess real estate disposal records, a historical file of active outgrant leases, and homeowners and relocation assistance data.
77. CAREER (Career Civilian Personnel Inventory System) stores data regarding Corps personnel's academic credentials, career history, and location, in 22 technical career programs, and supports the Merit Promotion Program for the Corps and Department of the Army.
78. SPECBASE (Guide Specifications Data Base System) is an automated data base containing civil works guide specifications capable of being retrieved by word processors as required for use in project specification development.

**INFORMATION SYSTEM PLAN**

**APPENDIX 3**

**ORGANIZATION CHART**



US ARMY ENGR DISTRICT ST PAUL EXECUTIVE OFFICE	
COL Edward G Rapp	Commander
LTC Archie M Thuring	Deputy Commander
MAJ Leslie Steigen	Executive Officer
Officer 83	GS 07
Officer 83	GS 01

SPECIAL ASSISTANTS	
Wopat Ben A	Sgt & Law Enf Mgr
Scott Ronald E.	Energy Conserv Officer
Schreider G	Value Engt Officer
(V)	EE Manager
Officer 83	GS 12
Officer 83	GS 09
Officer 83	GS 05
Officer 83	GS 03

PROGRAM DEVELOPMENT OFFICE	
Karen James E	Chief
Survey Budget Analyst	GS 13
Off Civil Engr	GS 11
Off Budget Analyst	GS 11
Off Clerk-Typist	GS 10
Off Clerk-Typist	GS 05

OFFICE OF COUNSEL	
Toddler Dennis L	District Counsel
General Attorney	GM 14
Off General Attorney	GS 11
Off Paralegal Spec	GS 12
Off Legal Tech (Steno)	TPT (GS 09)
Off GM 01	GS 06
Off GM 01	GS 04

OFFICE OF THE COMPTROLLER	
Lemons Joe L	Comptroller
Financial Manager	GM 13
Off GM 01	GM 01

PUBLIC AFFAIRS OFFICE	
Gardiner Kenneth J	Chief
Public Affairs Spec	GS 12
Off Public Affairs Asst/Typ	GS 05
Off Officer 83	GS 02

SAFETY AND OCCUPATIONAL HEALTH OFFICE	
Scott Ronald E	Chief
Safety & OHC Health Mgr	GS 12
Off Clerk-Typist	Intermittent (GS 03)
Off Officer 83	GS 02

MANAGEMENT ANALYSIS BRANCH	
Johnson Barbara M	Chief
Management Analyst	GS 12
Off Maint Analyst	GS 11
Off Maint Assistant (GS 03)	PP 1 GS 07

FINANCE & ACCOUNTING BRANCH	
Yeele Fred W	Chief
Accounting Officer	GS 12
Off Systems Accountant	GS 11
Off Secretary/Typing	GS 10

BUDGET BRANCH	
Wolter Ronald J	Chief
Budget Officer	GS 11
Off Officer 83	GS 01

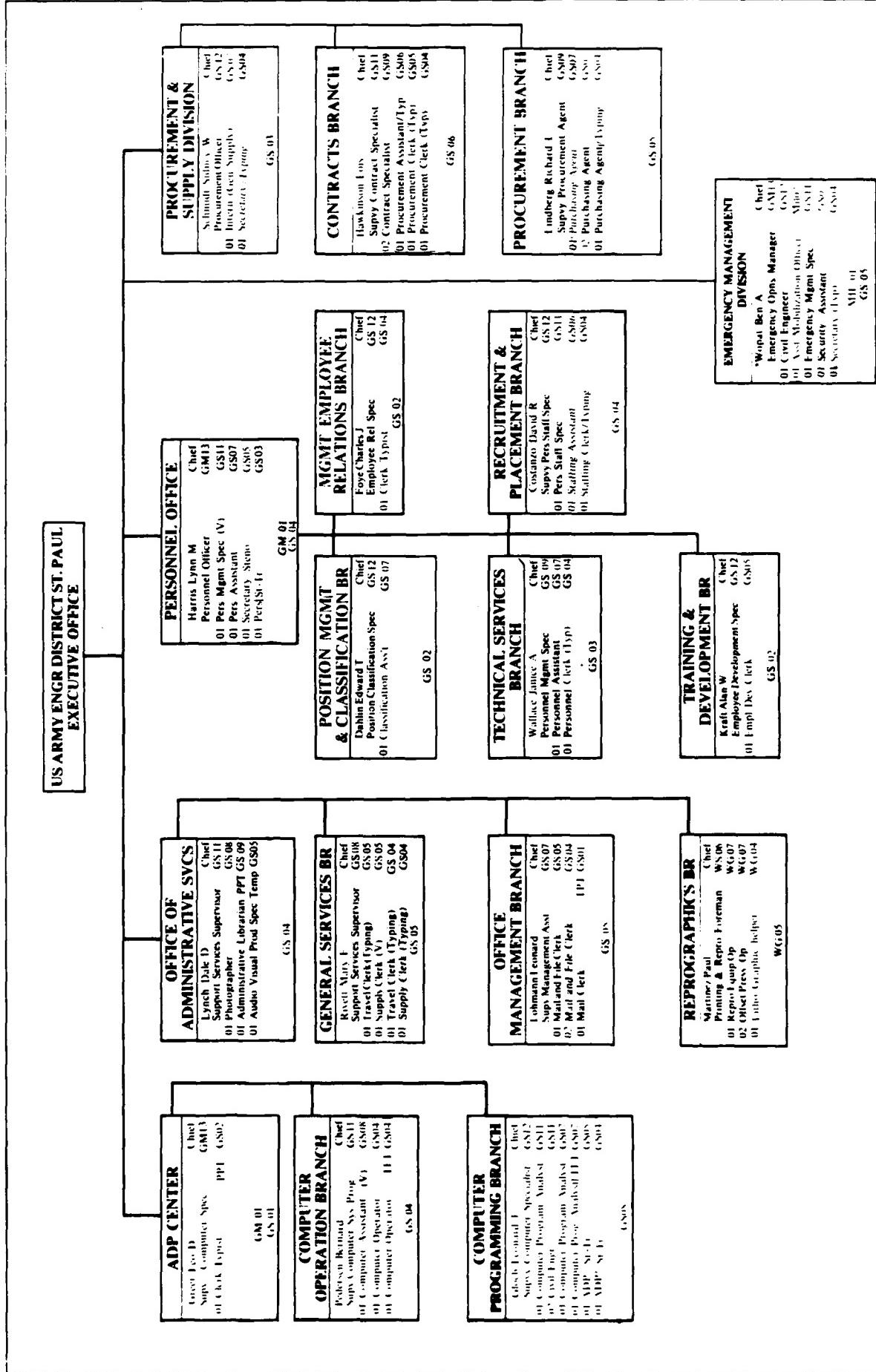
DISBURSING SECTION	
D Holly Florence L	Chief
Cash Clerk	GS 06

CIVIL WORKS ACCOUNTING SECTION	
Campbell Marilyn L	Chief
Suply Operating Acct	GS 11
Off Operating Acct	GS 09
Off Accounting Technician	GS 07
Off Accounting Technician	GS 06
Off Accounting Technician (V)	GS 04
Off Officer 83	GS 05

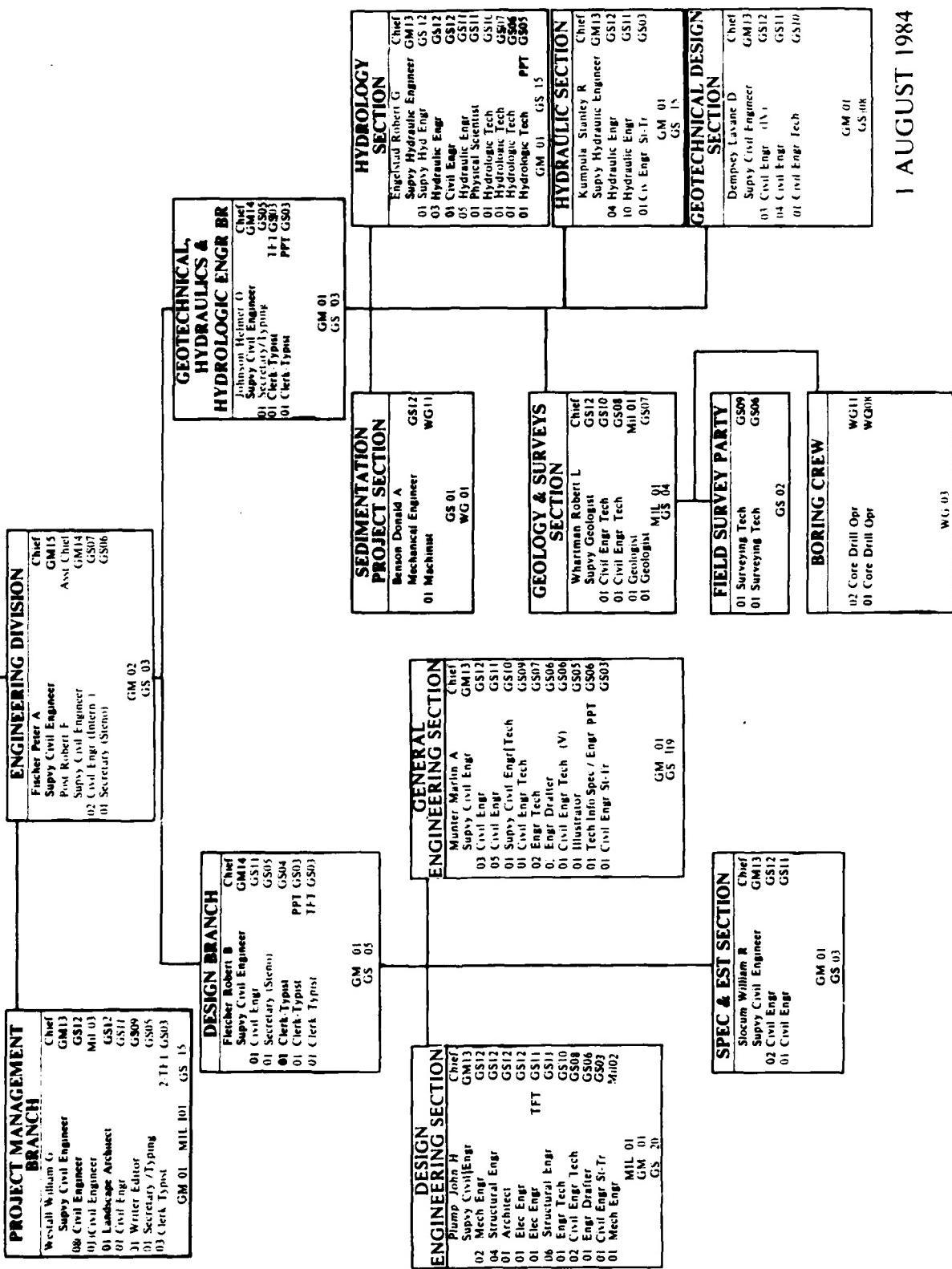
REvolving FUND ACCOUNTING SEC	
Christoffersen Earl J	Chief
Suply Operating Acct	GS 07
Off Operating Acct	GS 05
Off Accounting Technician	GS 04
Off Accounting Technician	GS 06
Off Accounting Technician (V)	GS 04

EXAMINATION SECTION	
Smart Catherine A	Chief
Voucher Examiner-Super	GS 07
Off Voucher Examiner	GS 05
Off Voucher Examiner	GS 04

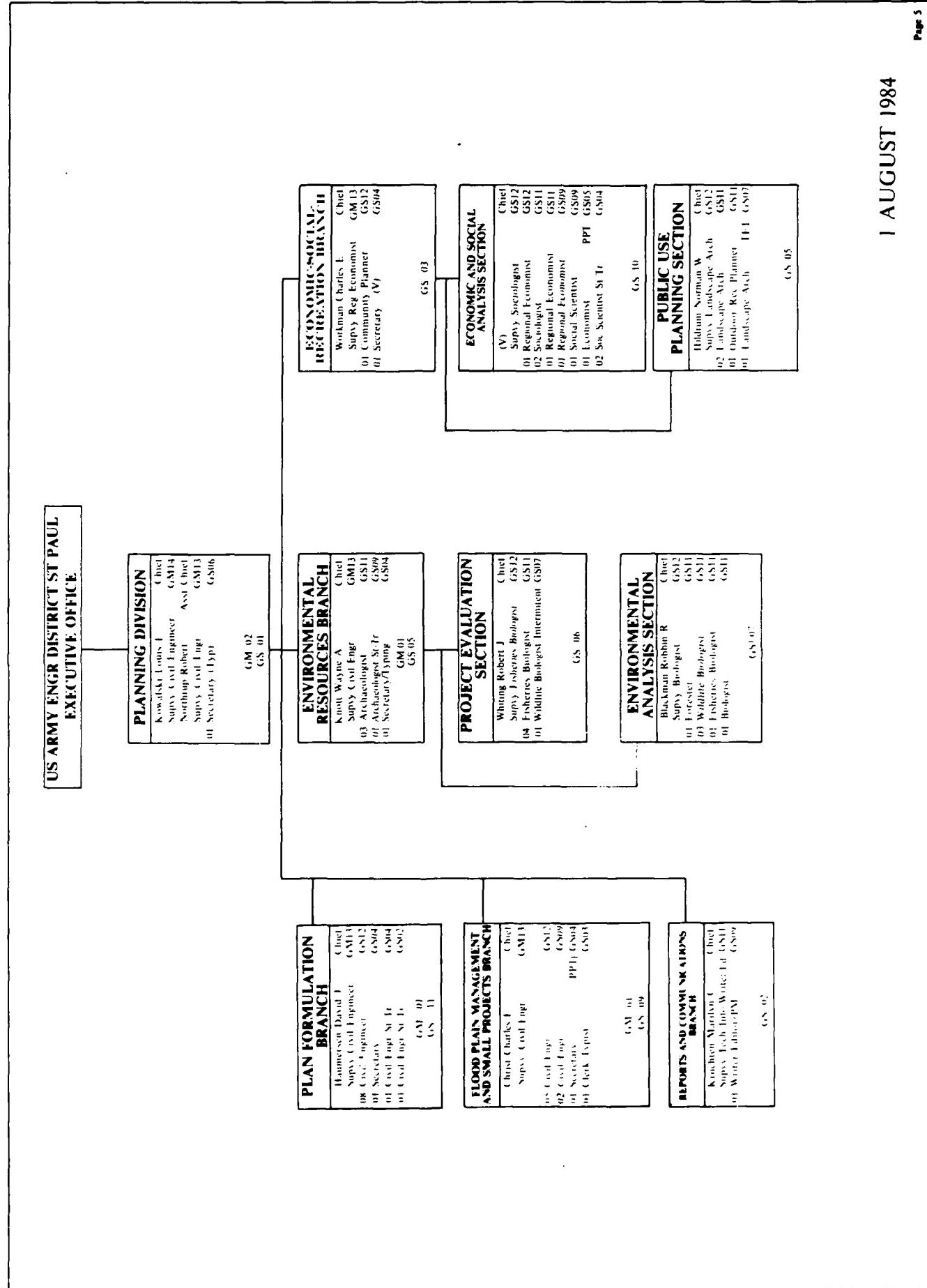
**US ARMY ENGR DISTRICT ST. PAUL  
EXECUTIVE OFFICE**



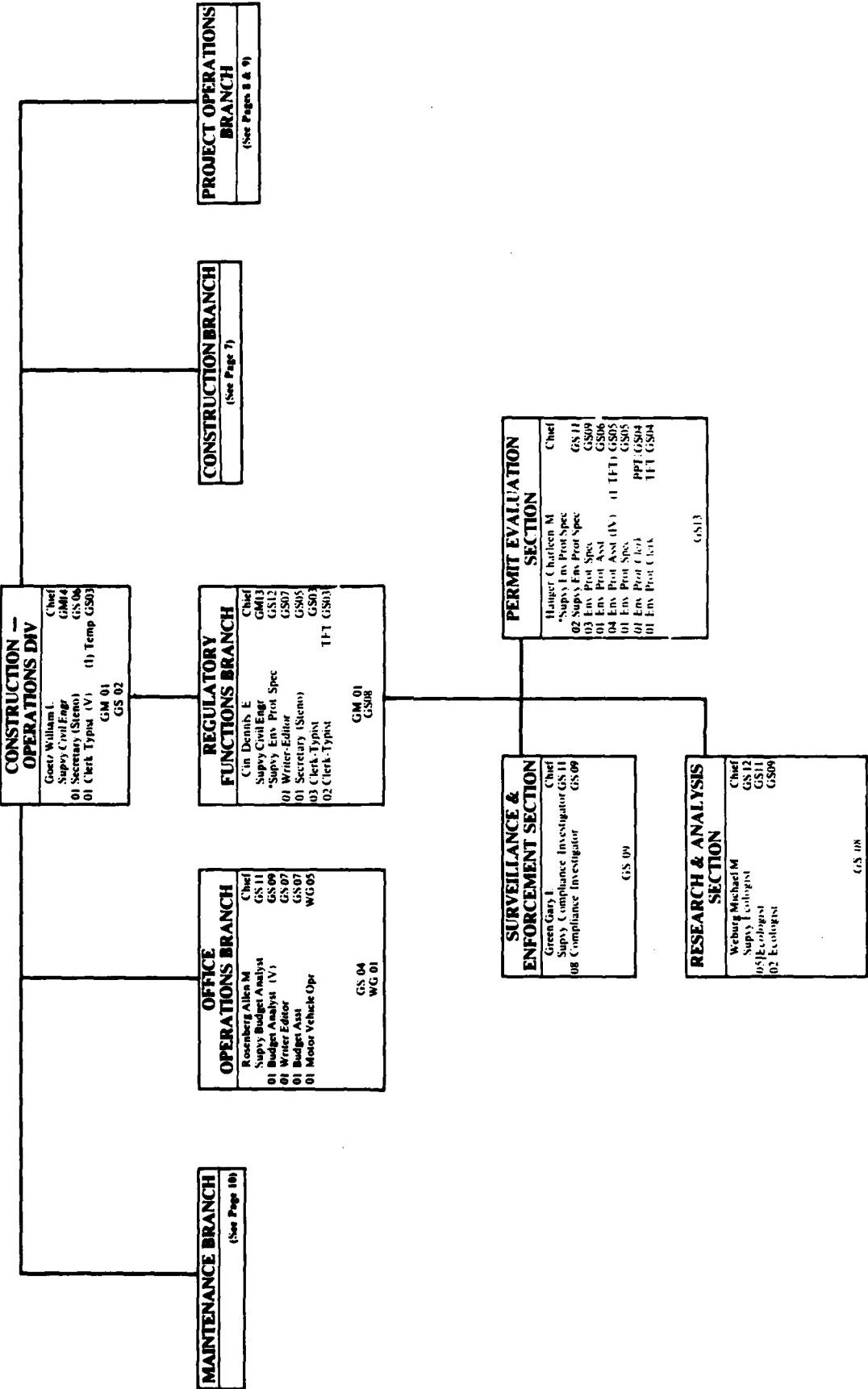
**US ARMY ENGR DISTRICT ST. PAUL  
EXECUTIVE OFFICE**



**US ARMY ENGR DISTRICT ST PAUL  
EXECUTIVE OFFICE**



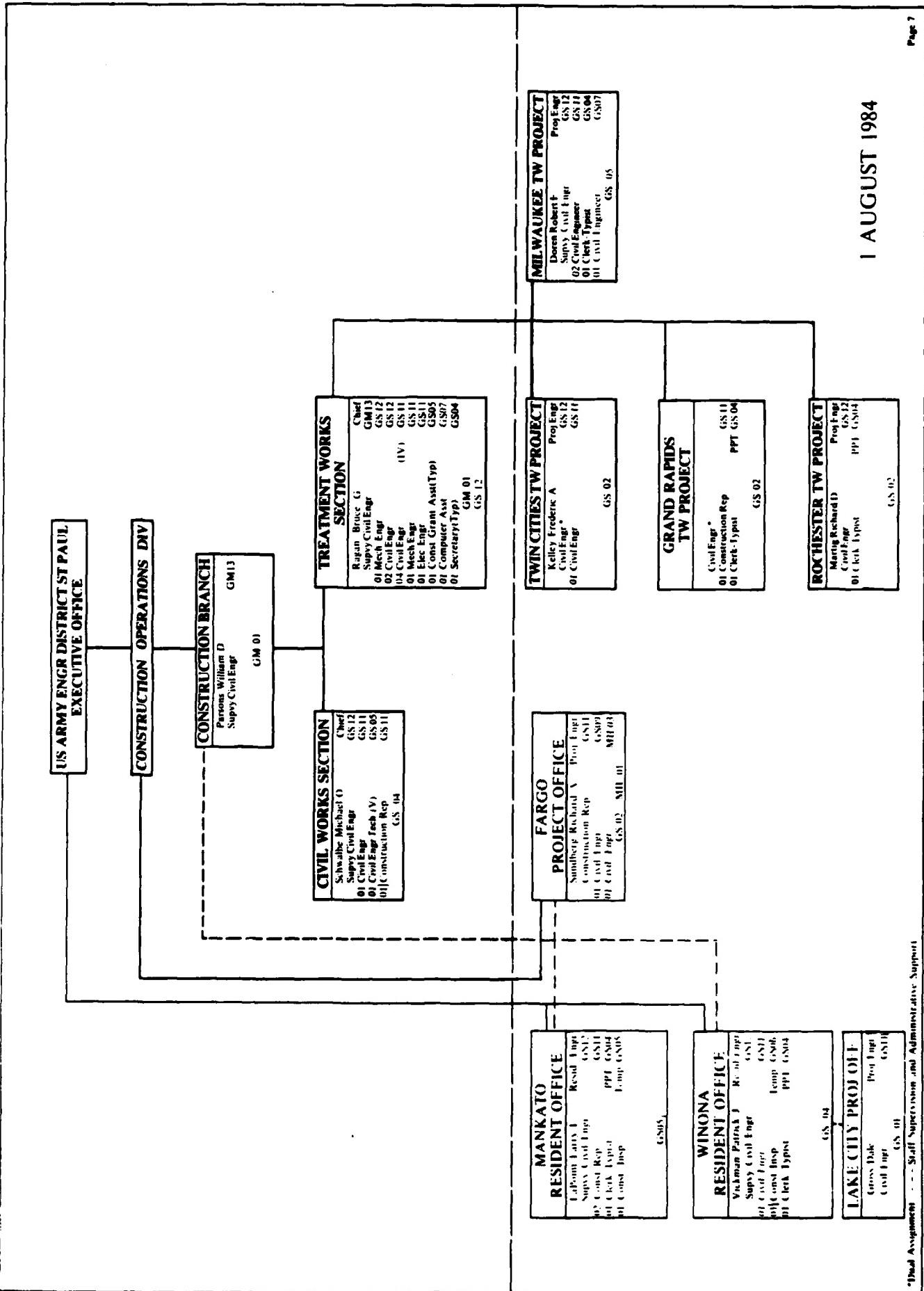
**US ARMY ENGR DISTRICT ST PAUL  
EXECUTIVE OFFICE**



\*Ded Assignment

1 AUGUST 1984

Page 6



**US ARMY ENGR DISTRICT ST PAUL**  
**EXECUTIVE OFFICE**

**CONSTRUCTION OPERATIONS DIV**



Grove Sartney  
01 Supply Civil Engr  
01 Clerk-Typist

Chef  
GM1  
GS 04

01 Equipment Spec (Gen)

01 Civil Engr Tech

01 Civil Engr Sv-Tr

GS 04

**LOCK & DAM NO. 3**

Erlanson Dennis L  
Supply Civil Engr  
01 Clerk-Typist

Chef  
GS 12  
GS 09

01 Equipment Spec (Gen)

01 Civil Engr Tech

01 Civil Engr Sv-Tr

GS 04

**COMMUNICATIONS CENTER**

01 Supply Elec Tech

02 Electronics Mech

01 Electronics Helper (Seasonal) WG05

01 Radio Oper

WG 03  
GS 02

**LOCK & DAM NO. 4**

Shaeffer Eugene  
L/D Equip Mech Fman

WA 10  
Yule Franklin J  
Asst Lockmaster

Dwight Joseph  
L/D Equip Mech Fman Ass

WA 08  
West Robert J  
Asst Lockmaster

L/D Equip Mech Fman Ass

WA 06  
01 L/D Operator

02 L/D Operator

03 L/D Operator

04 L/D Operator

05 L/D Operator

06 L/D Operator

07 L/D Operator

08 L/D Operator

09 L/D Operator

10 L/D Operator

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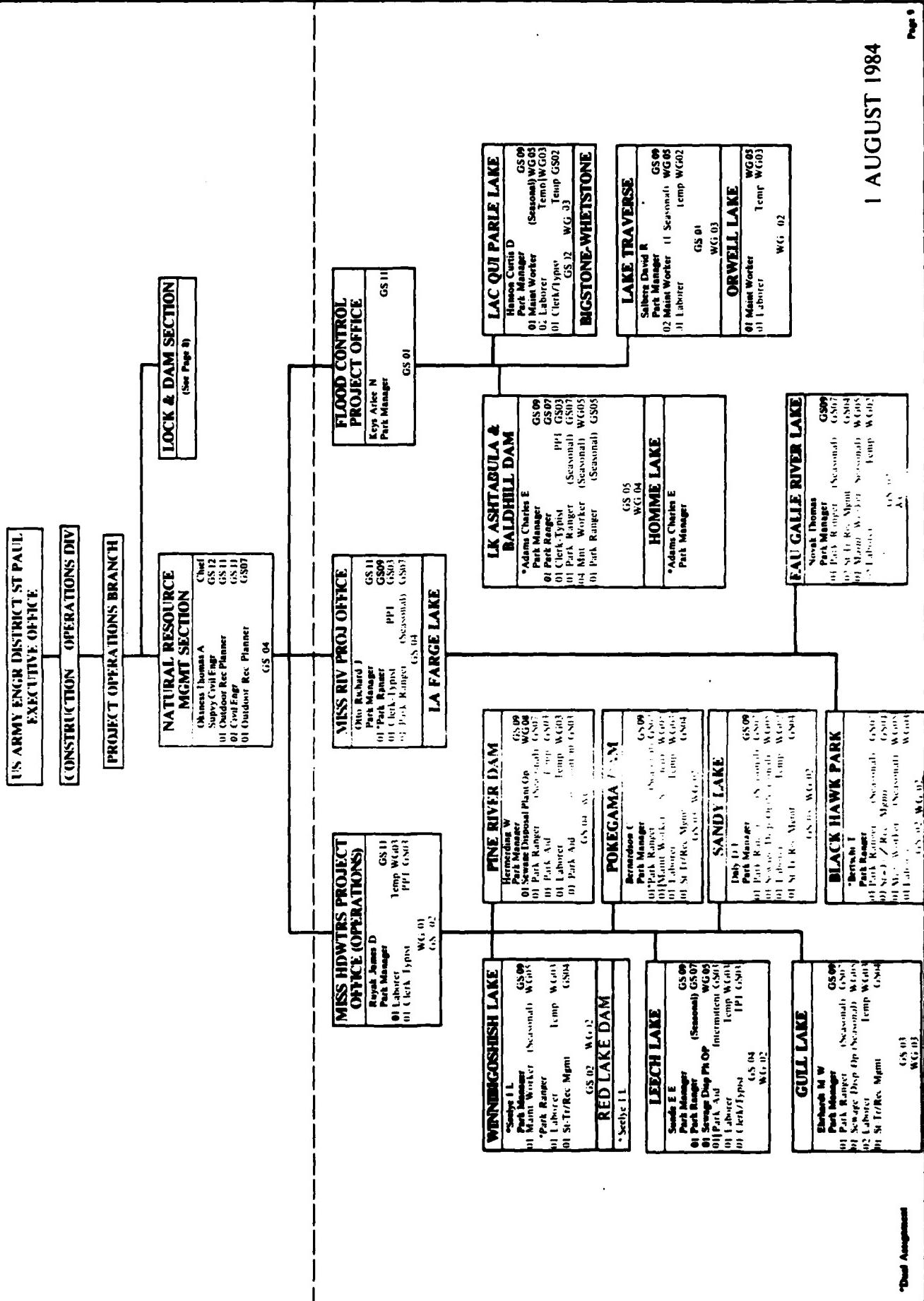
246 L/D Operator

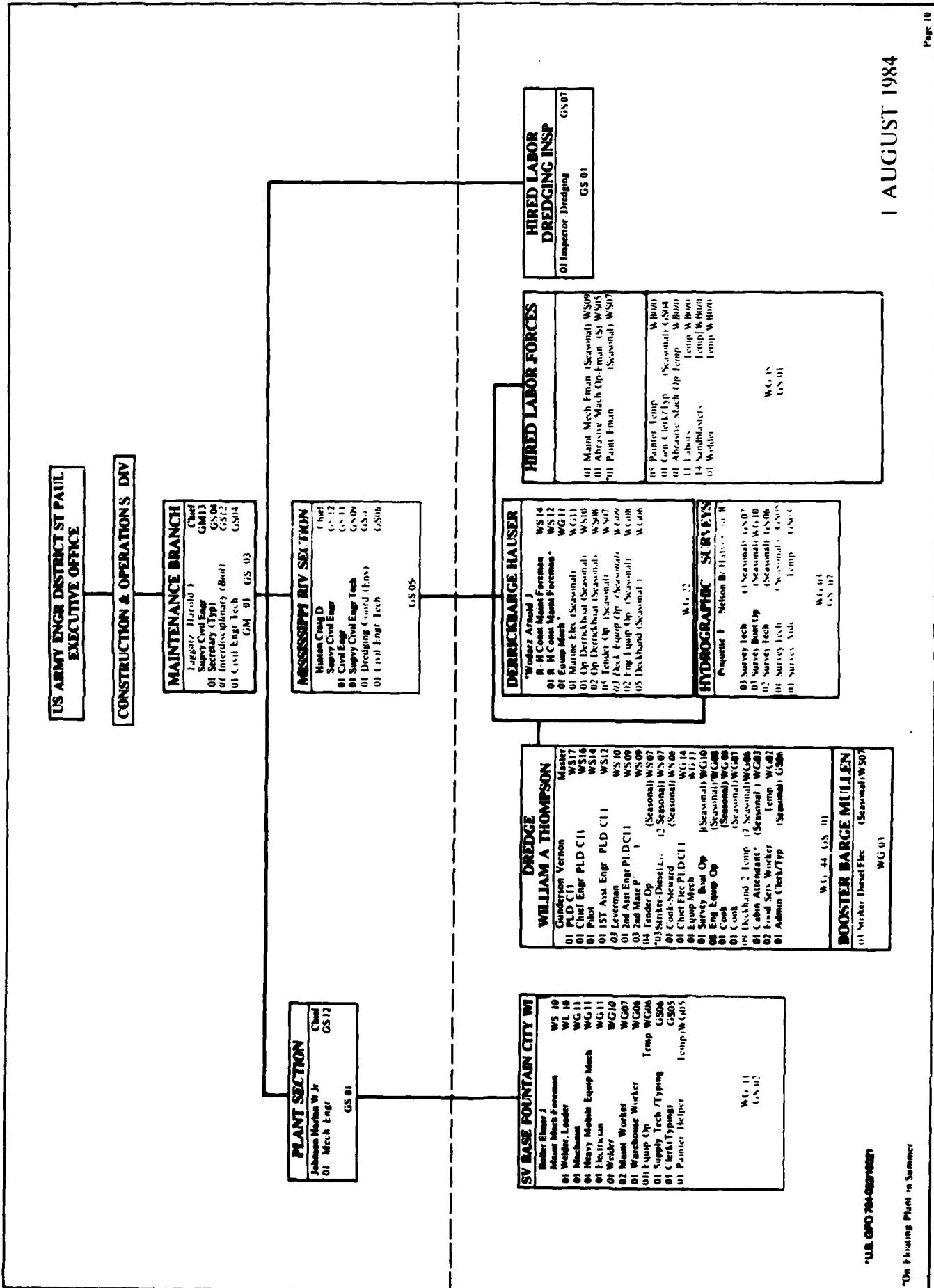
247 L/D Operator

248 L/D Operator

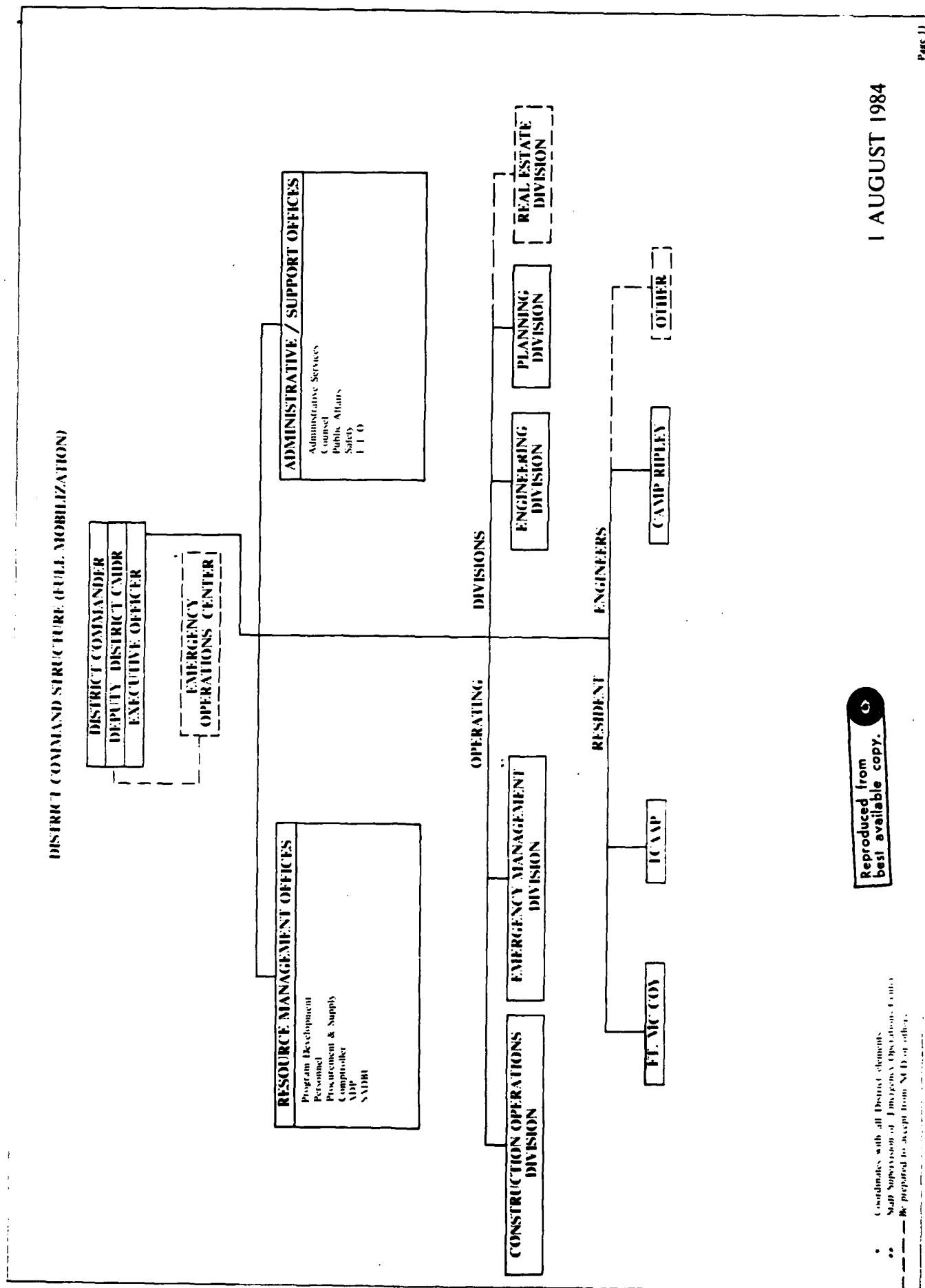
249 L/D Operator

250 L/D Operator</





**DISTRICT COMMAND STRUCTURE (FULL MOBILIZATION)**



Reproduced from best available copy.

\* Coordinates with all District elements  
\*\* Staff Supervisor of Emergency Operations (CMDR)  
\*\*\* Be prepared to accept from NCO or others

1 AUGUST 1984

**END**

**FILMED**

**9-85**

**DTIC**